



JOB TITLE: Admin & Finance Assistant

Organization: Dream Water Association (DWA)

Location: Mon State (Base in Bilin Township, frequent field travel)

Reports to: Chief Finance Officer

Background

Dream Water Association (DWA) is a local, women-led non-profit organization in Myanmar composed of engineers and technical professionals committed to improving the livelihoods and living standards of vulnerable and conflict-affected communities. The organization's work focuses on addressing urgent needs particularly in water, sanitation, livelihoods, and community infrastructure while also strengthening long-term resilience and dignity.

Purpose of the Position

The Admin & Finance Assistant to provide day-to-day administrative, human resources, financial, logistical, and operational support to ensure the smooth and accountable implementation of the project in Bilin Township. The position to manage project administrative and financial records in accordance with DWA's mission, vision, organizational values, policies, procedures, donor requirements, and applicable financial controls. The position also support staff management, financial documentation, budget monitoring, and timely reporting.

Key Responsibilities

- Support all project-related HR and administrative matters in accordance with DWA policies and procedures.
- Maintain updated staff personnel files, contracts, attendance records, leave records, timesheets, and other HR documentation.
- Coordinate staff meetings, administrative communications, and routine office matters.
- Support day-to-day financial management of the Bilin project in accordance with DWA financial policies and donor requirements.
- Maintain and regularly update financial checklists, financial records, supporting documents, and financial reports.
- Ensure timely submission of financial documents and reports to the Line Manager.



- Check payment requests, invoices, receipts, quotations, procurement documents, and other supporting documents for completeness and compliance.
- Support preparation of payment vouchers, cash requests, advance settlements, and other financial documentation.
- Maintain accurate records of project expenditures and support regular budget monitoring.
- Assist in tracking expenditures against approved budget lines and alert the Line Manager to significant variances or potential overspending.
- Support cash management and reconciliation in accordance with approved procedures.
- Ensure financial documents are properly filed and readily available for internal or external audits.
- Assist in collecting quotations, preparing procurement documentation, purchase requests, purchase orders, and related records.
- Duty assigns by line manager.

Qualifications and Experience

- Bachelor's degree or diploma in Accounting, Finance, Business Administration, LCCI I&II or a related field.
- Minimum 2–3 years of relevant experience in administration, finance, or project support, preferably with an NGO/INGO.
- Experience in financial documentation, budget monitoring, administration, and office management.
- Good knowledge of MS Office, particularly Excel and Word.
- Good understanding of financial controls, supporting documentation, and organizational procedures.
- Strong organizational, communication, coordination, and record-keeping skills.
- Ability to work independently, manage multiple tasks, and meet deadlines.
- Knowledge of NGO/donor financial requirements is an advantage.

How to Apply and Submission of Expression of Interest

Interested candidates are invited to submit the following documents:

1. A cover letter indicating your motivation **and expected salary**.
2. A current CV (including photo) with contact information of **three professional references** (two former work supervisors and one HR department).

Please send your complete application to hr.dreamwatergp2020@gmail.com no later than **8.10.2026**.

Women are encouraged to apply for this role.