



JOB DESCRIPTION OF FINANCE & OPERATIONS OFFICER

Position:	Finance & Operations Officer
Base:	Preferably in Yangon
Employment Type	Full-time (40 hours per week)
Report to:	Director of Finance & Operations
Start Date:	August 1, 2025
Compensation:	Based on experience

Parami University is a private non-profit higher education institution offering a variety of high-quality online education programs and courses to students from Myanmar and the Global South. We provide accessible educational opportunities to students from diverse socioeconomic, religious, and ethnic backgrounds. All our instructional programs take place online, including the associate and undergraduate degree programs, with students, staff, and faculty placed globally, particularly in Myanmar and Thailand. We are looking for a Finance & Operations Officer to assist in daily filing, bookkeeping, and accounting-related tasks; support regular human resources processes; and provide general administrative and logistical support to the team.

POSITION REQUIREMENTS

Required Qualifications:

- Bachelor's degree in any field required; advanced degree or relevant certifications preferred
- Fluency in Burmese and English;
- Ability to gather data, compile information, and prepare reports;
- Independent worker with strong attention to detail;
- Familiarity working with online tools, such as Zoom, Google Forms, and Microsoft Excel;
- Excellent communication skills;
- Ability to work under pressure.
- Ability to work with a team and to take initiative.
- At least 2 years of relevant experience.

POSITION RESPONSIBILITIES

1. Assisting the finance team with the payment process and filling
2. Ensure internal control procedures are followed for all cash disbursements, receipts, and transfers.
3. Scanning of finance documents and keeping them in the designated folder.
4. Accountable for the human resource operations of a large unit, including the ongoing recruitment and onboarding of new staff, documentation, and changes (e.g., hires, departures, leaves, salary re-allocations, etc.)
5. Provide administration and coordination support for recruitment procedures, including advertising vacancies, liaising with selected candidates, organizing interviews, etc.
6. Manages complex and confidential documents and information (e.g., Personal Action forms, payroll changes, salary reports, etc.), and HR processes and generates reports, including for staff contract terms and renewals, re-assignments, alternative work arrangements, etc.
7. Support events/programs, including travel arrangements and booking accommodation for travelling team members.
8. Other tasks assigned by the supervisor.

APPLICATION REQUIREMENTS

Please submit the following materials in a **single PDF** file to the Human Resources Department (hr@parami.edu.mm):

- Single-page cover letter
- CV;
- Contact information of three professional references (phone numbers and emails).

Review of applications will begin on July 7, 2025.

Please submit before July 18, 2025.