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KAREN WOMEN EMPOWERMENT GROUP (KWEG)

"A Brighter Future For Women and Children"

KAREN WOMEN EMPOWERMENT GROUP (KWEG) IS SEEKING FOR

Finance Officer (full-time Project Focal)
(Yangon Head Office - 1 Position)

MHF Localization Project

BACKGROUND

Karen Women Empowerment Group (KWEG) is founded in 2003 with the aim of building an enabling environment for protection of rights of women, greater involvement of women in development initiatives and strengthening capacity of women to become leaders. We have been implementing projects ranging from Micro Finance, Women Protection and empowerment, Child Rights, Promoting rule of law, Promoting market opportunity for women, Harmonious living and community security to brighter future for children.

PURPOSE

The Finance Officer oversees and manages the day-to-day financial operations, budgeting, compliance, and reporting for designated projects.

ROLES AND RESPONSIBILITIES

The Finance Officer is responsible for:

- Manage and monitor the financial activities of the assigned project in accordance with KWEG policies, approved budget, project agreement, and Donor requirements.
- Work closely with the Finance Manager/ Senior Accountant/ sub-IP Projects finance Focal person on expenditure vouchers checking, monitoring budget vs actual, forecasting monthly budget.
- Checking and preparing as the Main IP and three Sub-IP, financial reports, fund requests, advances, settlements vouchers, supporting documents, budget utilization and advance outstanding.
- Check the procurement process must be carried out according to the provisions of the policy.
- Check With the budget lines and supporting documents for all advances, cash payments, and settlements before processing.
- Maintain and prepare separate IP cash books, bank books, General Ledgers, and supporting-documents by Quick Books accounting systems.
- Prepare monthly Main IP and three sub-IP financial reports and maintain accurate accounting records in QuickBooks accounting software.
- Prepare consolidate financial report by Quick Books accounting systems.
- Maintain complete financial records and supporting- documents for Auditor and Donor financial monitoring.
- Handle banking processes and withdraw funds from bank accounts upon the request and authorization of the Finance Manager.
- Maintain fixed asset register and staff advances register monthly basis.
- Prepare bank reconciliation statement monthly.
- Undertake any other finance-related duties and responsibilities assigned by the Finance Manager.

PERSON SPECIFICATION

- Candidates should have a university degree in finance and accounting or LCCI Level III.
- At least two years of practical experience in developing and maintaining accounting and financial records and related systems.



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- Experience in working with accounting software applications and full competence in office software application packages including MS Word, MS, Excel, PowerPoints and MS Outlook.
- Strong Planning, Administrative, organizational, personnel and budget management skills.
- Strong communication skills are both verbally and written.
- Able to collaborate and work together as a team.
- Able to travel, if required.
- Committed to KWE's vision and mission

TERMS AND CONDITIONS

Contract : Fixed-term, subject to project funding and performance

Location : Yangon Head Office

Start date : As soon as Possible

Working hours: Standard working week is 40 hours a week

APPLICATION PROCESS

If you are interested in this position, please send us an email with **Cover letter, Detail curriculum vitae (CV) including the applicant's contact information, Stated expected salary** and at least **two professional references** must be **HR** and **Finance** to our HR & Admin Department (adasst.yg@m.kwise.info).

Deadline: 8th October 2026

KWE is an equal opportunity organization and is committed to safeguarding, PSEA, inclusion and protection from sexual exploitation, abuse and harassment.