



**Myanmar Health Assistant Association
Vacancy Announcement
(VA- 029/2025 MHAA-HR)**

Position Title	Finance Assistant
No of post	1 Post
Department/Project	IHNW Project (Earthquake Response)
Location	Mandalay Region.
Report to	Finance Officer
Grade	C1
Application Deadline	9 May 2025

Myanmar Health Assistant Association (MHAA) is organized with Health Assistants and is a national association of public health professionals striving towards accessible and equitable quality public health services through health promotion, prevention and control of diseases. MHAA stands as a united, independent organization earning public trust and international recognition. MHAA works in Myanmar to execute health programs that focus on strengthening and enhancing community access to coordinated, effective, and comprehensive health care services. MHAA is actively implementing programs in 94 townships of Myanmar in the areas of disease control, RMNCHN, WASH and emergency response. Accountability, respect for human dignity, empathy, non-discrimination, integrity, and professionalism are among the MHAA's core values. Please visit www.myanmarhaa.org to learn more about the MHAA.

Specific Duties and Responsibilities

The incumbent shall perform in particular the following duties:

- ❖ Maintain Office Cash book, Bank book, Cash flow, petty cash and project expenditure statement for monthly report.

- ❖ Conduct and Perform Bank matter such as Transferring, withdrawing and deposit to the banks and vendor payments via bank.
- ❖ Preparation of payment voucher, register of payment vouchers and other payment requests for goods and services received, ensuring valid supporting documents and obtaining authorization and approval.
- ❖ Prepare and check cash forecast for project activities and operations on monthly basis.
- ❖ Follow up the cash disbursement, remittance, payable, receivable and advance return.
- ❖ Prepare and check related with financial document in accordance to MHAA's financial rules and regulation.
- ❖ Have a proper filing system maintaining up to date documentation of expenditures, vouchers and related financial records.
- ❖ Check local procurement process for quotation and purchasing.
- ❖ Update and check inventory and asset list if necessary.
- ❖ Assist Finance officer to prepare/ submit monthly/quarterly/ yearly financial reports with the detailed transactions in accordance with the guidelines and regulations of MHAA.
- ❖ Take photocopy and printing documents as necessary.
- ❖ Assist Finance Officer/ Finance Manager to prepare financial document before Internal and External auditing process.
- ❖ Coordinate with the project team and other department staffs in order to provide and support related with financing.
- ❖ Carry out other duties in addition to the above, whenever directed by Supervisor.

Skill and Requirement

- ❖ Any Bachelor degree and related accounting diploma (or) must have LCCI level (I, II).
- ❖ At least 2 years working experience in related field mentioned above.
- ❖ Strong computer skills (Word, PowerPoint, Internet & Email), including expertise in Excel as an accounting and financial management tool as well as to prepare relatively complex spreadsheets required.
- ❖ Good communication skills, verbal and written (Myanmar and English).

- ❖ Knowledge and experience in the working environment of preferable in (INGOs, NGOs) and other organization.
- ❖ Ability to work systematically, accurately, independently and under pressure in a physically challenging environment.
- ❖ Flexibility - ability to work with multi-disciplinary and multi-cultural people, open minded, good communication skills, ability to listen, diplomacy.
- ❖ Good interpersonal skills, team work, decision making.
- ❖ Respect and regard Myanmar Health Assistant Association (MHAA) Policy.

Application Instruction

Candidates should submit their application, including their curriculum vitae and application letter, in one attached file (either Word or PDF file), to the Myanmar Health Assistant Association at hr.recruitment@myanmarhaa.org, quoting **"Finance Assistant VA-029/2025 MHAA-HR"** and referring clearly to the vacancy announcement number and location as advertised in the subject line. The deadline for applying is **May 9, 2025** Myanmar time.

- **Application will not be successful if applied position is not mentioned correctly.**
- **Only short-listed candidates will be contacted for interview. Telephone query will not be answered.**
- **Application received after the closing date and time will not be considered.**

"Due to the urgency of the position, our organization reserves the right to recruit a candidate who matches the required profile before the above deadline."

HR Unit

Myanmar Health Assistant Association (MHAA)

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Email: hr.recruitment@myanmarhaa.org

MHAA is an equal opportunity employer. We welcome applications from all qualified candidates, regardless of race, ethnic origin, religion, age, gender, sexual orientation, or disability. MHAA has a zero-tolerance policy on fraud and corruption, sexual exploitation, harassment, and abuse, and expects the commitment of its employees to the MHAA Code of Conduct including child protection.