

VACANCY ANNOUNCEMENT (Tdh-073-2026)

Position : Finance Assistant (2 Posts)
Location : Based in Hlaing Tharyar Township
Duration : 9 months and possible extension
Report to : Finance Officer

Terre des hommes (Tdh) is the leading Swiss child rights organisation. Since 1960, Tdh stands together with children to uphold their rights, protect their lives and improve their well-being with a focus on those most exposed to risks. Tdh is making a positive impact in children's lives through innovative programmes focused on health, migration and access to justice. Active in more than 30 countries, Tdh works with its own teams and/or local and international partners. In 2023, Tdh supported 2.1 million children and members of their communities, and trained people who in turn supported a further 3 million people.

For more detailed information, please visit our website at: <https://www.tdh-myanmar.org>

Overview:

Under the supervision of the Finance Officer, the Finance Assistant is responsible for the day-to-day cash disbursement, operation of finance task and overseeing partners' financial management as per the guidance of Finance Officer and working closely with Logistics team, and program team. The role focuses on assisting with review of partner financial reports, documentation checks, maintaining records, and providing administrative and technical support to ensure effective and compliant financial management of partnerships. She/he will work according to Tdh-L mandate, policies and procedures and donor compliance.

MAIN RESPONSIBILITIES:**Partner Financial Support**

- Assist in reviewing partner financial reports for completeness, accuracy, and compliance with approved budgets.
- Check supporting documents submitted by partners before processing.
- Maintain a tracker for partner financial reporting deadlines and follow up with partners as needed.
- Support the Finance Officer in preparing payment requests for partner fund disbursements.

Monitoring & Documentation

- Support the Finance Officer in organizing and filing partner financial records, reports, and agreements.
- Assist in documenting partner monitoring visits, including compiling reports and follow-up action points.
- Maintain electronic and hard-copy files of all partner-related financial documents for audit readiness.

Capacity Building & Technical Assistance

- Provide logistical and administrative support in conducting partner financial training and workshops.
- Assist partners in understanding reporting templates, documentation requirements, and compliance procedures.
- Serve as a first point of contact for partner finance staff on routine inquiries, escalating complex issues to the Finance Officer.

Internal Coordination

- Coordinate with program and admin staff to ensure timely processing of partner-related financial matters.
- Support the Finance Officer in consolidating partner financial data for donor or management reporting.
- Assist in preparing schedules and documentation for internal and external audits related to partnerships.

Other Relevant Duties

- Support month-end financial processes through sorting and organizing documentation.
- Ensure confidentiality and compliance with internal financial procedures.
- Carry out any additional finance-related tasks assigned by the supervisor.

Other Financial Responsibilities

- Prepares and checks payment vouchers, supplier's invoices for field offices those are in line with Tdh's finance procedure and guideline. Maintain documentation of expenditure, vouchers, and related financial records in proper filing system.
- Collect funds and make various payments as per the authorization and approval of Budget Holders and in accordance with Terre des hommes-Lausanne's financial management policy.
- Responsible to checking supporting documents and ensure that all are completed before payment have been done.
- Banking process such as bank transfer, bank withdraw, for field office and Delegation office. Responsible to dispatch all cash transfers to local Partners and ensure receipt of remittances.
- Maintain a cash book and perform daily cash reconciliation for all currencies. Carry out weekly and monthly cash counts with senior managers.
- Under the guidance of the Finance Officer, assist in updating electronic cash books, posting of transactions, weekly cash counts, preparation of soft (electronic) and hard (printed) documentation.
- Ensure the issuing and timely clearance of cash advances and imprests, preparing vouchers for approval by the Budget Holder, making timely payment and clearance of invoices.
- Assist in preparation of all financial reports, supporting documents, vouchers and any other official documentation related to the annual audit of the Tdh-L accounts in Myanmar.

Values

- In his/her professional activities, adhere to the values of Tdh: commitment, ambition, respect, and courage.

Child Safeguarding Policy and Operational Risk Management

- Comply with the Global Code of Conduct and Child Safeguarding Policy of Tdh.

- Report any observed breaches of this policy during professional activities, including proven or suspected offenses and preventive breaches.
- Commit to other Risk Management Policies, including the Safety and Security Plan, Anti-Fraud Policy, and Whistleblowing Policy.
- Ensure the best possible implementation of Terre des Hommes-Lausanne risk management policies in Myanmar.
- Inform the line supervisor and focal persons and address any cases, allegations, or potential transgressions of Tdh Risk Management Policies.

Requirements and Qualifications:

- Any University degree or equivalent degree or related other education (LCCI II is prefer.
- Minimum 1–2 years of experience in finance, accounting, or NGO operations (experience with partners/sub-grantees/grassroots CSOs is an advantage).
- Excellent interpersonal and communication skill, good coordinator able to work in difficult and challenging circumstances.
- Team spirit and good service attitude.
- Willingness to travel regularly to the project areas.
- Ability to work independently and productively.
- Ability to work under pressure both physically and mentally.
- Proficient in spoken Burmese with excellent oral and written skills in English.
- Competency in Microsoft Word, Excel, PowerPoint, and digital tools (internet, email and fax)

Tdh-L is an equal opportunities employer. Employees are recruited regardless of their race, ethnicity, religion, or gender. Women, LGBTQI and People with disabilities are also encouraged to apply.

How to Apply and Submission of Expression of Interest:

Please send: (1) a cover letter indicating your motivation **AND** salary expectations; (2) a resume (CV) with contact information of **three** professional references (your two current/former work supervisors and one of HR Managers) (3) work certificates for your mentioned work experience to Human Resources Department through [Finance Assistant Yangon - Terre des hommes](#) no later than **by 5:00 pm on 14th October 2026**. Only shortlisted candidates will be contacted.