



Build Your Career with BRAC Myanmar

JOB VACANCY

BRAC/YGN/26/0034

BRAC is an international development organisation working across Asia and Africa to alleviate poverty by empowering people and creating opportunities. Our mission is to support communities facing poverty, illiteracy, and disease through large-scale economic and social programmes that help individuals realise their potential.

Since 2014, BRAC Myanmar has provided pro-poor and pro-rural services through 500+ staff across 70+ branches in Yangon, Bago, Mandalay, Sagaing, Mon, Shan, Kayin, and Nay Pyi Taw. Using a microfinance-plus model, BRAC offers sustainable financial services especially for women alongside interventions in agriculture, healthcare, and education. For more information, visit BRAC Myanmar's website.

Position Title	: Account Officer (1) Post
Job Location	: Country Head Office, Yangon
Report to	: Manager, Account and Reporting
Application Open Date	: 29 Sep 2026
Application deadline	: 9 Oct 2026
Benefits	: 13th month bonus, annual inflation adjustment, and medical benefits

Key Responsibilities:

- Post and maintain accounting journals accurately and on a timely basis in the ERP system.
- Calculate and process final settlements in accordance with applicable policies and procedures.
- Prepare bank reconciliations and support proper cash handling and cash management activities.
- Conduct official bank-related activities, including preparing and submitting required documentation for opening new bank accounts and other loan-related banking requirements.
- Maintain and regularly update the fixed asset register and supporting records.

"BRAC is an equal opportunities employer"



- Provide necessary financial records, schedules, supporting documents, and explanations to internal and external auditors during the audit process.
- Prepare and submit monthly loan reports and quarterly loan disbursement reports.
- Provide support, guidance, and relevant information to team members on safeguarding matters and contribute to maintaining a safe working environment.
- Ensure team members receive appropriate training, support, and access to resources regarding identified safeguarding issues, in line with safeguarding policies and procedures.
- Follow safeguarding reporting procedures for any reportable incident and encourage team members to do the same.
- Perform any other duties assigned by the Manager.

Additional Responsibilities:

- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.
- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.
- Adapt and support to achieve BRAC mission in terms of the social performance management objectives as well as the financial performance through its high valued workforce.

Competencies Requirements:

- Bachelor's degree or a relevant bachelor's degree in finance, Accounting, Economics, or a related field.
- Diploma in Accounting (LCCI Level III) or an equivalent accounting qualification.
- Minimum 2 years of relevant experience in Finance and Accounting, preferably in a similar role or sector.
- Good knowledge of cash handling and cash management procedures.
- Proficiency in accounting software and ERP systems.
- Good working knowledge of Microsoft Office applications, particularly Excel, Word, and PowerPoint.



- Basic English communication skills.
- Strong attention to detail and ability to meet reporting deadlines.

BRAC is committed to protecting all employees, partners, visitors, clients, and community members including children, youth, and vulnerable adults from any form of harm, abuse, neglect, harassment, or exploitation. We ensure fair assessment for candidates with disabilities and are proud to be an equal opportunity employer. Any personal persuasion will lead to disqualification.

If you believe you are the right fit, please submit your application with a motivation letter and full CV and expected salary amount in MMK to recruitment.myanmar@brac.net