



Thabyay Education Foundation
No.9, 10 ward, Kan Lane, Hlaing Township. Yangon, Myanmar
Tel: +95 (9) 404455113 and 404455112
Email: info@thabyay.org / Website: www.thabyay.org

08th April, 2019

JOB ANNOUNCEMENT Assistant Accountant (# 04/2019)

Thabyay Education Foundation (TEF) is a leading national non-profit organization whose mission is to educate, develop, inspire, connect and empower individuals and organizations that are change-makers in Myanmar. We seek to achieve this through knowledge creation, innovative learning and guided skills expansion, as well as by forging connections to networks, information and opportunities. We are inspired to create far-reaching transformations through education and professional development for the marginalized people of Myanmar.

TEF is currently seeking a motivated, dedicated and qualified Myanmar national candidate to fill the following position as a full-time staff member.

Title of the position:	Assistant Accountant
Program:	Finance Department
Job location:	Yangon, Myanmar
Reports to:	Assistant Director(Finance and Administration)
Duration of contract:	1 year (extendable)
Start date	As soon as possible
Application deadline :	21 April, 2019

Job Purpose

Under the overall supervision of the Assistant Director of Finance and Administration, the Assistant Accountant will assist and provide support to the finance team in the financial management of TEF's resources and operations.

Key Responsibilities

- Oversee the Cashier cum Bookkeeper in performing all daily cash transactions and bank transactions ensuring that all transactions are performed smoothly and accurately;
- Take charge of cash in hand and petty cash management;
- Prepare cash receipts and payment vouchers as required;
- Maintain and update cash books (cash ledgers) on a daily basis and perform daily physical cash count and report end of day cash balance to Assistant Finance Director at close of each business day;



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- Check and verify all payment requests are correct and ensure all necessary supporting documents are duly signed by authorized persons before payment is made;
- Ensure compliance with financial policies and reporting procedures especially pertaining to cash management;
- Enter payments, receipts, and non-cash vouchers in the field accounting system, QuickBooks.
- Maintain QuickBooks accounting software including regular maintenance functions and monthly closing procedures.
- Ensure all finance and account related files, inventory lists and fixed asset register are maintained and kept safely and in an orderly and systematic manner; and
- Perform other related tasks as may be assigned by the supervisor as needed.

Experience, qualification, and attributes

The ideal candidate should have the following:

- University graduate, preferably in finance and accounting or related field; B.Com; any graduate degree with at least the certificate of LCCI level three
- Minimum two years working experience in finance and accounting or office administration
- Good interpersonal and communication skills, monitoring and planning skills
- Honest, trustworthy, transparent and accountable
- Ability to maintain confidentiality and ability to work well in a team;
- Willingness to work flexibly and sometimes under stressful condition;
- Computer proficiency in word processing and spread sheets;
- Capability to write emails in English; and
- Sound knowledge or experience in the use of any accounting software package, preferably QuickBooks.

Salary and benefits

- Salary will be commensurate with experience and qualification.
- 20 days' vacation leave, 10 days sick leave and public holidays designated by TEF.
- Limited health coverage

Application process

Citing the reference “**Assistant Accountant**” applicants should send their CV and cover letter expressing their interest in the position and how they meet the criteria above to [**hrmanager@thabyay.org**](mailto:hrmanager@thabyay.org); HR Department; **by the 21 April 2019**. Early applications are encouraged as they are considered upon receipt. Only shortlisted candidates will be notified and invited for an interview.