



EBO Myanmar

(Associates to Develop Democratic Burma, Inc)
Palae Condominium Block D, #1207, Kaba Aye Road, Bahan, Yangon
Tel: +95 9 7322 6939 / +95 9 3339 7584
Email: yangon@euro-burma.be

Position Vacancy Announcement Senior Accounting Officer

Euro-Burma Office is a multi-religious, multi-ethnic organization that promotes equality and justice.

To cope with our growth, we are looking for a **Senior Accounting Officer** to work in our EBO Myanmar office in Yangon.

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| Location: | Yangon, Myanmar |
| Posting Date: | 21 July 2014 (Mon) |
| Closing Date: | 1 August 2014 (Fri) 17:00 |
| Hours of Work: | 37.5 hours/week |
| Direct Reports to: | Myanmar Office Manager |
| Functional Reports to : | Finance Director via Office Accountant |
| Duration: | Permanent |
| Salary: | Commensurate with required experience and qualifications |

Core Responsibilities and Duties

- Manage the daily accounting work in the EBO Myanmar office, including cash disbursement and receipts, and office petty cash maintenance
- Maintain proper books of accounts and supporting documents, and prepare monthly reports
- Monitor project payments, financial progress of approved activities, and assist in preparing cash flow projection
- Perform initial review of funded projects' financial reports and ensure that reported expenses are in line with approved budgets, internal reporting and donors' requirements
- Assist in reviewing the budget of project proposals in the initial stage, and ensure that proposed budgets are presented clearly and correctly
- Verify payments and/or handle disbursement in EBO facilitated events
- Assist in the preparation of financial reports and related documents for annual audit
- Perform ad hoc assignments as and when required

Required Experience & Qualifications

- Bachelor degree in Accounting, Finance, or related fields of study. Equivalent qualifications, but lack of formal education may also be considered.
- Minimum 3 years' solid accounting working experience; preference with experience related to INGOs, NGOs and/or CBOs
- Mature, independent, self-motivated, responsible, attentive to details, deadline-oriented, and adaptive to situations as required.
- Good Microsoft Excel skills; knowledge of QuickBooks or similar accounting system is an asset
- Ability to travel and work with ethnic communities in rural areas, and be willing to work on weekends and after regular office hours as and when needed
- Good in spoken and written English and Myanmar and at least one ethnic language
- Myanmar National is preferred

Interested candidates should send a full resume and a cover letter with salary expectation by 1 August 2014, Friday, 17:00 to yangon@euro-burma.be or send hard copies to the following address. Thank you.

EBO Myanmar Office
11 (A) Ta-bin-shwe Htee Road,
Yankin Township, Yangon
Telephone: (+95) 1 560-996