



## EBO MYANMAR

No.11 (A), Tabin Shwe Htee Street  
Kyauk Kone, Yankin Township, Yangon  
Tel: 01 560996  
Website: [www.euro-burma.eu](http://www.euro-burma.eu)

### Position Vacancy Announcement: Accountant

EBO Myanmar is the operational center of the Associates to Develop Democratic Burma, Inc, ADDB. The aims of ADDB are to:

- Support the restoration of democracy and respect for human rights in Myanmar
- Encourage and enable all in Myanmar to participate in the democratic process
- Facilitate the development of democratic values and traditions in Myanmar
- Monitor and continue to promote democracy in the post-dictatorship era
- Help future governments and the Myanmar public consider, analyze and formulate social, economic and other policies critical to a democracy

To cope with our growth, we are looking for an **Accountant** to work in our EBO Myanmar office in Yangon.

**Location:** Yangon, Myanmar

**Posting Date:** 15 May 2015 (Fri)

**Closing Date:** 31 May 2015 (Sun) 18:00

**Direct Reports to:** Myanmar Office Manager

**Functional Reports to:** Finance Director

**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;
- 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;
- Solid accounting working experience; preference with experience related to INGOs, NGOs and/or CBOs;
- Mature, committed, 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. Knowledge in at least one ethnic language will be an asset.

Interested candidates should send an Application Letter, Curriculum Vitae together with supporting documents/ references, if any, with expected salary by email to both addresses: [finance@euro-burma.be](mailto:finance@euro-burma.be) and [info@euro-burma.be](mailto:info@euro-burma.be) not later than 31 May, Sunday, 18:00.  
Note: Only short-listed candidates will be contacted.