

## Vacancy Announcement for Administrative and Finance Officer

<b>Location:</b>	Yangon, Myanmar
<b>Reporting To:</b>	General Manager
<b>Duration of Contract:</b>	One year (three months probation with possibility of extension)
<b>Starting Date:</b>	01 June 2018

### Background of Gender Academy

Gender Academy Myanmar is a place where people can study about gender and gender equality which is organized and founded by alumnae who finished their study in Gender and Development Studies from Asian Institute of Technology, Thailand.

As well known, gender discrimination is embedded in all spheres of Myanmar community. Discrimination against women/ minority in the workplace and public sphere, domestic violence, and other forms of violence against their bodies/ races/ religious is occurred across the country due to lack of understanding on gender and gender related rights.

Thus, Gender Academy is aiming to fill such gap through engendering gender champions and promote more emerging leaders in attaching the skill of gender responsive transformational leadership in the organisations, communities and country itself. Withholding three main approaches such as academic teaching on gender and development, producing evidence based research and paper and engendering gender resource center, Gender Academy can fulfill its aim and promote future gender advocates/ gender specialists inside the country.

In order to expand its services and commitments, GA is now seeking a qualified and dutiful person to undertake the tasks of administration and finance as per below TOR.

### Main Responsibilities

Under the direct supervision of General Manager, the Administrative and Finance Officer provides technical assistance in monitoring of financial management as well as overall administrative support including logistics, procurement and human resources in addition assigned programme related tasks.

### Detail Duties and Responsibilities:

#### Finance

- Prepare requisition requests in Excel with input from General Manager
- Create vouchers and payments
- Entry all financial transactions
- Track and monitor the expenditure and income regularly
- Produce monthly, quarterly and annually reports on the financial status

- Check with bank transactions and issue monthly bank statement
- Support in developing relevant agreements/contracts and TOR internally and/or externally
- Prepare and submit financial reports to partners
- Facilitate in auditing

### **Administrative related tasks**

- Organize regular meetings, workshop, trainings and related logistics arrangement
- Support in regular in-house trainings and outside trainings organized by Gender Academy
- Prepare documentation required for the trainings, participants and partners
- Organize travel arrangements (Air tickets booking, hotel reservations, car rental, etc)
- Preparation of routine correspondence, emails, inter office memo and reports in accordance with Standard Operating Procedure (SOP) and Policies
- Ensure for systematic filing system and maintain archive of Gender Academy

### **Programme**

- Communicate with regular customers and potential networks for information sharing and marketing
- Receive applications from trainees/participants
- Provide updated information among GA members and trainees
- Attend other gender equality and women's empowerment meetings if and when required
- Other tasks assigned by General Manager

### **Qualifications and Experience:**

#### **Education**

Preferable Degree in Economics, Accounting, business management and other relevant degrees

#### **Knowledge and Experience:**

- Prefer 3 years experience in finance-related works - accounts receivable, accounts payable, general ledger maintenance are in advantage
- Good knowledge and management skills of administrative procedures, logistics and local procurement processes
- Prefer proficiency in use of spreadsheets, word processing and power point
- Ability to organize effectively and able to work independently
- Strong written and oral communications skills in English and Myanmar

Interested candidates should submit CV with covering letter and supporting documents including two referees' contact with the subject line "**Application for the post of Administrative and Finance Officer**" not later than 5 pm on 7<sup>th</sup> May 2018 to [genderacademy@gmail.com](mailto:genderacademy@gmail.com)