



VACANCY ANNOUNCEMENT – P005

Job Title:	FINANCE ASSISTANT	Job Category:	SUPPORT
Department/Group:	D PLACE	Job Code	P005
Location:	YANGON	Travel Required:	NO
Level/Salary Range:	FTR-2	Position Type:	REGULAR
Reports to:	SERVICES MANAGER	Date posted:	December 1, 2014
Supervises:	NONE	Posting Expires:	December 10, 2014

D's Info

D's Place is a Consultancy Services, was founded in December 2011 by young Myanmar Community Services Professionals returning from their assignments abroad with international organizations. D's Place expects to fulfil the needs of business organizations, marginalized communities, civil society groups and NGOs in Myanmar.

D's Place is looking for a dynamic team member to join its operation team as a **Finance Assistant**.

Qualified person with disability, sex worker, MSM, PLHIV are strongly encouraged to apply.

Applications Accepted By:

E-MAIL: HR@THEPLACE.COM

Subject Line:

Attention: Recruitment – Job Title – Job Code

APPLICATION: Kindly complete D's Place Application Form attached with this announcement or download it from www.thedplace.com/downloads

Job Description

ROLE AND RESPONSIBILITIES

Under the direct supervision of Services Manager, the Finance Assistant performs the following duties:

- Works closely with the Services manager to ensure smooth operation of all finance matter
- Supports the Services Manager by inputting into income and expenses ledgers from source documents
- Inputs accounting data into the accounting system with speed and accuracy
- Assists in the production of financial statements and applications, preparation of spreadsheets and reports and correspondence as required
- Plans, organizes and manages own workload to ensure best contribution to the corporation's monthly financial reporting process is in timely and accurate manner
- Ensures accurate and swift payment and receipt of invoices and bills
- Provides financial support to team members
- Makes money exchanges at authorized counters
- Performs other duties as required

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Completion of secondary education; diploma in business studies or accounting (preferred)
- Profound understanding of financial book-keeping and basic auditing or LCCIEB Level 3 Accounting/Management Accounting
- Basic computer knowledge of word-processing, spreadsheet, email client and presentation software
- Fluent speaking and writing skills in Burmese and basic knowledge of English is required

PREFERRED SKILLS

- Experience in business and financial accounting or secretarial experience in business companies an advantage
- Be a team player
- Willing to learn and adapt with modern information and communication technology

ADDITIONAL NOTES

Attractive remuneration package, medical benefits, annual leave, flexible working hours, in-house career development trainings, opportunity to work with different communities and businesses

Reviewed By:	Services Manager	Date:	December 1, 2014
Approved By:	Director	Date:	December 1, 2014
Last Updated By:	Services Manager	Date:	December 1 2014