

Community Agency For Rural Development

လူထုအကျိုးဆောင် ကျေးလက်ဖွံ့ဖြိုးရေးအဖွဲ့



(Our Registration No. : 2278)

CAD Head-Office Address:

7/Floor, Room (705), Kanthaya Plaza, Kanna Road,
Kyimyindaing Township, Yangon, Myanmar.
Tel : 09-59-1-537396, Mobile : 095040477
Email : josephwin@gmail.com, cad.director@gmail.com

စီအေဒီရုံးချုပ်လိပ်စာ -

၇လွှာ၊ အခန်း (၇၀၅)၊ ကမ်းသာယာပလာဇာ၊ ကမ်းနားလမ်း၊
ကြည့်မြင်တိုင်မြို့နယ်၊ ရန်ကုန်။
ဖုန်း - ၀၁ - ၅၃၇၃၉၆
Email: cad.yangon@gmail.com

Date: 15 May, 2017

VACANCY ANNOUNCEMENT

CAD is seeking a dedicated person to work as a **Finance Officer** for its Yangon Head - Office.

1. Terms of Reference;

- Position title : Finance Officer (1 position)
- Job Location : Yangon
- Report to : Founding Director and Donors
- Starting Date : 1st June 2017(as soon as possible)
- Contract Period : 1 years (3-months' probation) and permanent (possible)

2. General Presentations;

CAD is a local non-profit, non-governmental, non-political organization formally established 2004 in Myanmar. CAD specializes in agriculture and wet/san sectors, which are often integrated in project implementation with such other sectors as education, income generation, emergency support, environment, and community development. CAD has been implementing its projects in Chin state since 2005, and in Sagaing division since 2008 and in Mandalay division since 2016 .

3. Description of the Position

The main responsibilities of this position will be:

1. Keep records of proceeding of purchase; obtain quotations in line with prescribed procedures, delivery of procured materials to program office.
2. Do data entry and periodical financial reports to Founding Director and CAD's donors.
3. Prepare staff payroll, travelling allowance & other charges and maintenance of files, submit and file incoming & outgoing correspondence, updating library database.
4. Learn & study related to development works such as communication skill, presentation skill, team building, and study in field of Water & Environments.
5. Perform any other tasks assigned by Officer-in-charge
6. To ensure that proper internal controls are in place (cash, assets, advances, liabilities, etc.)
7. To assist in preparing for office audit.
8. Any other tasks assigned.

We are building a world without poverty and diseases.

ဆင်းရဲမွဲတေမှုနှင့် ရောဂါဘယများ ကင်းမဲ့သော ကမ္ဘာကြီးကို ဝန်းတည်ဆောက်ကြပါစို့။

Homepage: www.cadmm.org

9. Ensure timely and accurate preparation of cash transfers requests to Head Office in Yangon based upon the appropriate cash requirement forecasting to field offices.
10. Ensure sufficient cash availability in safe at all times. Ensure transparent methods of cash transactions using the manual cashbook and conduct cash counts and reconciliation on a weekly and/or random basis for all cash accounts by developing an appropriate timetable.
11. Carry out weekly and monthly cash counts with senior managers and ensure the cash balances at the end of the month are minimized.

Qualifications and Experience

1. University degree preferable in Accounting / Financing with minimum 3 years' experience (NGO experience would be an asset),
2. Strong computer skill (Excel, Word, etc.) and able to use accountant software,
3. Strong analytic and accounting skill,
4. Good written and oral communication skill in Myanmar and English,
5. Constructive and engaging character, and
6. Devotion to develop/maintain CAD core value

Please enclose a C.V., copies of testimonials (references) and photograph (passport size), and send it to the following address not later than **26 May (Friday) 3:00 p.m.**

CAD, Yangon Head Office

7/Floor, Room (705), Kantaya Plaza,

Kanna Road, Kyimyindaing Township, Yangon.

Tel: 01-537396, Mobile: 09-5040477

E- mail: josephwin@gmail.com / cad.yangon@gmail.com / nanseing@gmail.com

Please do *NOT* send original documents, as they will not be returned.

Only those who qualify the basic requirements will be called for interview.