

**PEACE AND DEVELOPMENT INITIATIVE-Kintha (PDI-KINTHA)**  
**Vacancy Announcement**

Job Title	<b>Finance Assistant</b>
Number of Post	1 post
Length of Contract	1 year (extendable)
Duty Station	Sittwe, Rakhine State, Myanmar
Report to	Finance Officer
Benefit Packages	Basic Salary 600,000 MMK & other allowances
Application Deadline	January 31, 2022, 05:30 PM
Start Date	As soon as Possible

**About PDI-Kintha**

The Peace and Development Initiative – Kintha (PDI-KINTHA) was founded in 2013 in response to outbreaks of communal violence in 2012 and the more organized anti-Muslim violence that followed. Initial projects and activities sought to address the deepening religious and ethnic divisions that followed.

Early on, we focused much of our energy on building trust not only between communities affected by conflict, but also between community members and our staff. Through sports, music, and art activities we sought to transform attitudes driving conflict, raise awareness of issues underlying the conflict, and build skills to transform conflict.

We work with conflict-affected populations from central and northern areas of Rakhine State; however, following military clearance operations in August 2017 that lead to an exodus of over 600,000 people to Bangladesh and the subsequent barriers to access, we were forced to adjust the geographic focus area of some of our projects. We currently have 55 staff members implementing peace building, education, and social cohesion activities in Sittwe, Buthidaung, Kyauk Taw, and Mrauk-Oo townships (of central and northern areas of Rakhine State) as of January 2019.

**Position Summary**

- This position is an exciting opportunity to take on a role within PDI-Kintha’s finance team to support the team in all of its operational activities and the role of to support our finance department. The responsibilities of a finance assistant include processing payments, updating financial records, and managing invoices and support with the year- end, audits, and related administrative processes.

## **Duties and Responsibilities**

- Make sure to keep the documents related financial with both hard and soft that is annually filed
- Superior the safety of financial documents and details as required
- Disburse cash for the approved payment and check the voucher/ receipts to be in accordance with PDI-Kintha financial policy
- Maintain cash receipts and ensure that payment vouchers are in order and correctly filled.
- Check the attendance sheet and time sheet report is submitted by HR department
- Make sure to check daily income and expenses and update the cash account/ book
- Assist to the finance officer and team actively in operating daily if needed
- Actively take responsible for related bank issue, such as withdrawal, Bank statement requesting and etc;
- Prepare balance sheet and weekly cash reconciliation for each cash book
- Check the Budget Vs Accrual and manage the project's expenses monthly
- Assist and maintain effective filing and recordkeeping system.

## **skills and experiences**

- Bachelor's degree in business administration, finance, accounting or related field; with knowledge of non- profit organizational procedures, principles and systems
- Minimum 1 year' experience in a position with similar responsibilities, preferable with an international organization, or a financial/ banking institution.
- Understanding of data privacy standards, integrity, honesty and solid communication skills
- Demonstrated ability to work as part of a team and with all levels of management
- Good computer skills including the ability to use MS Word and MS Excel and familiarity with any accounting software.
- Good in spoken English and Myanmar, working in ability in written Myanmar and English.
- Solid communication skills
- Superior attention to detail
- Self-motivated, thorough and accuracy oriented

## **How to apply**

Applicants have to send the CV/resume and a ONE PAGE cover letter explaining your interest in the position and why you are eligible. Applicant must also provide the contact information of TWO professional references. The deadline for submitting application and related documents (Microsoft Word or pdf Version) is by Monday, January 31, 2022 to [recruitment@kintha-pdi.org](mailto:recruitment@kintha-pdi.org) .

**Applications will only be accepted online. Please note cv/resumes will not be considered for shortlisting. Only short-listed candidates will be contacted. If you have not been contacted by 15<sup>th</sup> February 2022, please assume your application was unsuccessful.**