



Sont Oo Tehtwin Microfinance Co., Ltd (SOO) is a Myanmar-based social microfinance institution dedicated to supporting low-income families, particularly women and agricultural households. We provide a holistic approach to development by combining responsible financial services with socioeconomic training and community engagement. Our mission is to empower families to improve their livelihoods and living standards while promoting social and environmental responsibility.

JOB PROFILE

Position Title:	Finance and Admin Officer	Type of Contract:	Open contract
Duty Station:	Dala Township, Yangon.	Interfaces with:	All departments
Department:	Finance Department and Admin/HR Department	No of Requirement:	One
Reports To:	Finance and Compliance Manager Admin, HR and MIS Manager	Working Hours:	09:00 – 17:30 (Mon-Fri)
Supervises:	Jr/Sr Branch Assistant	Application Deadline:	As soon as possible

Position Summary:

The **Finance and Admin Officer** play a dual role in ensuring the smooth operational and financial health of the organization's Head Office and branches. The primary focus is to maintain precise financial records, manage daily cash and bank operations, and ensure full compliance with internal policies and government regulations.

On the administrative side, the officer is responsible for facility management, inventory control, and logistical support for staff and events. This role requires a highly organized individual with a strong background in accounting or business administration who can effectively multitask and manage multiple demands under pressure.

Duties and Responsibilities

Part A. Financial Management

1. Cash Management / Financial Operations:

- Prepare general ledgers and journal entries in accordance with finance policies and procedures.
- Ensure daily payments and receipts relating to petty cash are recorded properly; cash books are checked regularly and kept up to date.
- Assist in carrying out daily, weekly, and monthly cash counts and bank deposits/withdrawals with the Assistant Finance Manager (AFM) or Finance & Compliance Manager (FCM).

- Settle all payments relating to staff (salary, advances, etc.).
- Process all cash and bank transactions. Monitor cash and bank balances regularly (Head Office and branches).
- Prepare cash and bank reconciliation statements for validation by FAM/FCM.
- Back up financial data monthly (budget forecasts, reports, payroll, etc.) via external hard drive.
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2. Financial Reporting & Compliance:

- Assist in monthly follow-up on budget forecasts to monitor program expenditure and cash flow.
- Assist in regular monthly reporting to the Financial Regulatory Department (FRD) and other government offices as required.
- Assist on taxation-related and social security payments.
- Assist in ensuring compliance with annual government regulatory and registration requirements (permits, etc.).
- Assist the FCM/FAM in working with internal and external audit teams.
- Maintain and update the record of fixed assets and small equipments. (Fixed Assets Register-Manual).
- Maintain and update documents recorded in the ledger (inward/outward letters, etc.).
- Keep up to date with local/national accounting, finance, and microfinance regulations.
- Any other tasks deemed necessary by his/her FCM or HRM

Part B. Administration

1. Office & Facility Management:

- Assist on processes related with government regulatory and registration requirements (taxes, bills, passport, visas, residence permits, travel authorization, SSB and PIT documents, etc...)
- Assist on the distribution, tagging, and disposal of assets. (Quarterly inventory ground check, assets labeling, tracking asset movements, etc...)
- Assist in office space management and security, rental agreements, and facilities maintenance.
- Assist in arranging logistics for meetings, events, and travel.

2. Documentation and Compliance:

- Maintain systematic storage and documentation for all administrative and office-related items (In/Out record of printed documents - Dr/Cr Voucher, SEP, LUC, LAF, Saving Passbook, Collection book, Flyers, Office Stationeries etc...)

- Prepare and verify monthly attendance and leave balance for all branch offices.

Required Skills and Qualifications:

- Any University degree (Bachelor's degree or equivalent) with a minimum of one year experience in a similar position.
- Preferable to professional certifications (e.g., LCCI, etc)
- Advanced expertise in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, and Teams). Able use the accounting software/ MIS system.
- Excellent communication skills in local and English language.
- Excellent time management, organizational and communication skills.
- Adaptable and able to work under pressure on several different tasks and manage multiple demands.
- Clear social values and desire to work in the development sector.
- Commitment to uphold SOO's vision, mission, core values, goals, policies and procedures.

How to Apply

Interested and qualified candidates are requested to send Word or PDF file of **Application Letter** (mentioned your expected salary in your application), **Current CV** (with a minimum of one of references which must be from the most recent line manager) to: hr.sontootehtwin.mfi@gmail.com Or HR Department Phone: **09 767787681 (Viber)** Or No(1284), Bo Min Yaung Road, Kamar Kasit Ward, Dala Township, Yangon.