



Build Your Career with BRAC Myanmar

JOB VACANCY

BRAC/YGN/26/0024

BRAC is an international development organisation working across Asia and Africa to alleviate poverty by empowering people and creating opportunities. Our mission is to support communities facing poverty, illiteracy, and disease through large-scale economic and social programmes that help individuals realise their potential.

Since 2014, BRAC Myanmar has provided pro-poor and pro-rural services through 500+ staff across 70+ branches in Yangon, Bago, Mandalay, Sagaing, Mon, Shan, Kayin, and Nay Pyi Taw. Using a microfinance-plus model, BRAC offers sustainable financial services especially for women alongside interventions in agriculture, healthcare, and education. For more information, visit BRAC Myanmar's website.

Position Title	: Manager, Accounts & Reporting (1) Post
Job Location	: Country Head Office, Yangon
Report to	: Head of Finance
Application Open Date	: 30 Jul 2026
Application deadline	: 13 Aug 2026
Benefits	: 13th month bonus, annual inflation adjustment, and medical benefits

Key Responsibilities:

Financial Accounting and Month-End Closing

- Lead and review the monthly ERP financial closing process to ensure timely and accurate month-end closing.
- Review and post month-end journal entries in the ERP system.
- Calculate and record monthly depreciation for Country Head Office fixed assets.



- Calculate monthly local bank interest and foreign loan interest and record the related journal entries.
- Calculate and process monthly bonus provisions for local and expatriate staff as applicable.
- Review general ledger balances and ensure accuracy of financial records.
- Ensure all accounting entries comply with accounting standards and organizational policies.

Financial Reporting

- Prepare the monthly Microfinance Management Report and other management reports.
- Prepare quarterly and annual financial statements.
- Prepare Financial Regulatory Department (FRD) reports.
- Prepare Loan Data Collection Forms, FESC reports, and other regulatory reports.
- Update FCCS notes and submit group reporting information accurately and within deadlines.
- Prepare project financial reports assigned.

Treasury and Banking

- Coordinate with relationship managers of respective banks regarding cash withdrawals, transfers, and banking transactions.
- Monitor and verify cash-in-hand balances.
- Ensure proper management of banking documentation and reconciliations.

Payroll and Employee Benefits

- Review monthly payroll for Country Head Office staff.
- Calculate and process expatriate staff payroll.
- Review final settlement calculations for resigned employees.
- Prepare and verify annual leave balances and salary provisions, including expatriate staff.

Taxation and Statutory Compliance

- Prepare quarterly financial statements for tax purposes.
- Coordinate with tax consultants regarding tax matters.
- Review and submit monthly Personal Income Tax (PIT) returns through the IRD portal.
- Coordinate and submit annual tax returns within statutory deadlines.
- Ensure compliance with all applicable tax laws and financial regulations.



Regulatory and Corporate Compliance

- Prepare all required documentation related to equity increases for submission to banks, DICA, FRD, and other regulatory authorities.
- Prepare quarterly Working Provident Fund (WPF) reports.
- Prepare quarterly financial ratio calculations for SPM audit requirements.
- Ensure compliance with AML/CFT reporting requirements and coordinate with FRD auditors.

Audit Coordination

- Lead the annual external audit process and coordinate with external auditors.
- Prepare annual audited financial statements.
- Prepare audit schedules, supporting documents, and breakdown analyses required during audits.
- Prepare confirmation letters for banks, lenders, and related parties.
- Coordinate with internal auditors and facilitate timely completion of audit assignments.
- Respond promptly to audit observations and recommendations.

Financial Control and Review

- Review and approve daily payment vouchers.
- Review DARS reports and ensure financial accuracy.
- Maintain strong internal controls over financial transactions.
- Ensure compliance with organizational financial policies and procedures.

Team Management

- Supervise, coach, and develop junior finance staff.
- Allocate work, monitor performance, and provide technical guidance.
- Build staff capacity in accounting standards, ERP systems, financial reporting, and internal controls.

Field Support

- Conduct field visits to branches and project locations as required.
- Provide technical support to field finance teams.
- Monitor financial compliance and strengthen financial management practices.

Additional Responsibilities:

- Practice, promote and endorse the issues of safeguarding policy among team members and ensure the implementation of safeguarding standards in every course of action.



- Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.
- Adapt and support to achieve BRAC mission in terms of the social performance management objectives as well as the financial performance through its high valued workforce.

Competencies Requirements:

- Bachelor's degree in accounting, Finance, Commerce, or a related discipline.
- At least ACCA Part II completed, or
- Myanmar CPA or Thailand CPA qualification is preferred.
- Professional accounting qualifications will be an added advantage.
- Minimum 5 years of progressively responsible experience in accounting, financial reporting, auditing, or financial management.
- Experience in the microfinance, banking, NGO, or financial services sector is preferred.
- Experience in ERP-based accounting systems is required.
- Experience managing statutory audits and regulatory reporting is highly desirable.

BRAC is committed to protecting all employees, partners, visitors, clients, and community members including children, youth, and vulnerable adults from any form of harm, abuse, neglect, harassment, or exploitation. We ensure fair assessment for candidates with disabilities and are proud to be an equal opportunity employer. Any personal persuasion will lead to disqualification.

If you believe you are the right fit, please submit your application with a motivation letter and full CV and expected salary amount in MMK to recruitment.myanmar@brac.net