



Early Dawn Microfinance Company Limited (“DAWN”) is a regulated microfinance institution that currently serves over 200,000 clients in 64 branches in Myanmar. It is a fast growing Institution with over 900 employees, with plans to expand to new regions, to serve additional segments of clients, with new and better products and services, to introduce innovations based on technology, and with an obvious need for additional departments and positions (www.dawn.com.mm). DAWN is registered under the Ministry of National Planning and Economic Development, and was granted a license by the Financial Regulatory Department to provide financial services to low-income clients as well as to small and medium businesses.

(FOR Myanmar National ONLY)

JOB PROFILE

Job Title	: Assistant Treasury Officer
Location	: Head Office
Number of Position	: One
Type of Contract	: Open
Reports to	: Treasury Manager
JOB PURPOSE The purpose of this position is to support the effective and efficient operation of treasury activities by managing daily cash transactions, banking documentation and administrative tasks, while ensuring accurate financial records, compliance with internal controls, and timely support for treasury operations and audit requirements.	
JOB DESCRIPTION • Handling Head Office (HO) cash payments, reimbursements and claims • Supporting daily NRC fund transfers and cash withdrawals at bank counters • Uploading supporting documents of cash payments into e-Vouching system • Recording and recognizing all HO cash payments and receipts in the daily cash book/ Qucikbook/ CBS etc. • Maintaining and filing scanned copies of bank cheques for proper documentation and record-keeping • Submitting cheque book requests to respective banks as required • Assisting with branch cash confirmation processes for annual external audits, as assigned • Submitting required documents to bank Relationship Managers and coordinating follow-up actions as assigned • Ensuring treasury-related documents are properly maintained and readily available for review and audit purposes • Providing administrative and operational support to the Treasury team in daily activities • Assisting when asked by immediate supervisor	

PERSON SPECIFICATIONS

- University Degree, preferably in finance and accounting or related field
- LCCI Level I & II pass; LCCI Level II is preferred
- At least one year of experience in treasury, operations, finance, microfinance, or banking is preferred.
- Basic understanding of treasury operations, banking procedures, and cash management.
- Good knowledge of Microsoft Excel and financial systems.
- Strong attention to detail and accuracy.
- Good organizational and filing skills.
- Ability to handle multiple tasks and meet deadlines.
- Good communication and teamwork skills.
- Ability to maintain confidentiality of financial information.

To Apply

Interested and qualified candidates are requested to send an **Application Letter, Curriculum Vitae** to: jobs@dawn.com.mm or **09 457750916 (Viber, Telegram)**, No.587, 3rd Floor, The Regency Offices, Pyay Road, Kamayut Township, Yangon **not later than 5PM. 24th, August, 2026 (Monday)**.

Note: Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing DAWN employees and please identify two reference persons. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.