



Career Opportunity: **Cashier**

The post is to be based in Yangon and opened to Myanmar National and Advertised nationwide.

Oxfam is a leading International NGO with a worldwide reputation for excellence and over 70 years of experience. It's not unfortunate that people live in poverty. With enough wealth in this world to go around it's unjustifiable. It's not just their problem. It's ours too. Our humanitarian, development and campaigning projects change lives around the world, and with the right support, we can beat poverty and injustice. Thousands of people already commit their time and talents to our campaigning, humanitarian and long-term development projects. Now we're looking for yours.

The role: Assist with finance, administration and logistical matters in the programme office to ensure minimum standards of accounting, reporting and statutory requirements are complied with for our operations. Ensure finance standards and procedures as per the Manuals are met.

Level: National, E1

Employment term: Fixed – Term (1 year)

Report to: Assistant Finance Manager

What we offer: Respectful and empowered working environment,
Life insurance, Medical+ dental + optical benefits,
Competitive salary and Career advancement opportunities,
Generous leave entitlement

KEY RESPONSIBILITIES:

- Prepare payment and receipt vouchers in accordance with Oxfam policies and procedures.
- Make sure stamp PAID Seal for every payment.
- Provide day-to-day financial, administrative, and logistical support to Finance Assistant and AFM.
- Routine check the balances of cash and bank as well as withdraw money from the bank
- Request monthly bank statements from banks and filing properly.
- Perform monthly Bank reconciliation and inform to AFM.
- Prepare and update float register weekly and submit to AFM.
- Perform daily cash flow projection.
- Perform cash count with Finance Assistant every payment days and with program staffs every month end.
- Maintain proper filing system for financial documents.
- Distribute daily payment schedule to all staffs via Email.
- Prepare required supporting documents for Audit process and filing properly after the audit process.
- Provide support during emergencies by undertaking additional functions as delegated by the Assistant Finance Manager
- To involve/support in implementation of Oxfam's gender, diversity and equal opportunities policies in all aspects of finance policy and practice.

SKILLS AND COMPETENCE:

- Basic accounting (education or training) and financial skills
- Attention to detail
- Ability to implement Oxfam's financial policy and procedures and good practice / systems
- Reliable, efficient and timely storage and retrieval of records and documentation
- Proven computer skills especially MS Word and Excel.
- Ability to learn and develop / commitment
- Good interpersonal skills and ability to work as member of a team
- Effective communication skills / good working knowledge in English
- Sensitivity to gender and diversity issues in work practices

Closing date: 6 January 2019, 5:00 PM

How to apply: Please state applied position in email subject line and send CV and cover letter to Human Resources Department through myanmarhr@oxfam.org.uk

(OR)

Oxfam office, No. 34, Corner of Aung Taw Mu Street and Golden Hill Avenue Street, Golden Valley Ward 2, Bahan Township, Yangon, Myanmar.

Phone: +95 (0)1 539986, 539987, 539958, 539189 and 504918

We regret that only short-listed applicants will be contacted.

Please note: Oxfam will never ask for any payment at any stage of recruitment.
https://www.oxfam.org.uk/what-we-do/about-us/working-at-oxfam-gb?cid=rdt_jobs

Oxfam is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. We will do everything possible to ensure that only those that are suitable to work within our values are recruited to work for us. This post is subject to a range of screening checks.

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