

Myanmar Garment Manufacturers Association
Finance Officer/Accountant



Job description

MGMA, Myanmar Garment Manufacturers Association is looking for a Finance Officer to take charge of the financial leading of our association by administering accounting operations to meet with requirements.

You should be familiar with audits, invoices and budget preparations. Our ideal candidate demonstrates interest in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable. You should also have excellent organizational skills and be able to handle time-sensitive tasks.

Ultimately, you'll be responsible for the day-to-day management of our financial transactions and procedures.

Responsibilities

- Keeping accurate records for all daily transactions to accounting software
- Prepare cheque and on-line payments for review by the board/MD in compliance with association rule.
- Assist with or lead bank reconciliations, petty cash management, voucher compilation and upload and cost projections;
- Preparing balance sheets
- Processing invoices, reviewing travel expense Reports when staffs are travel.
- Record accounts payable and accounts receivable
- Review transactions for cost reasonableness, allowability and allocability
- Make recommendations to improve payment request reviews, financial controls and policies, and workflow processes;
- Prepare monthly, quarterly and annual financial reports
- Assist with budget preparation
- Assist with audit preparation, auditor reviews and implementation of recommendations as directed;
- Review and implement financial policies

- All other duties as assigned by Managing Director and EC board if necessary

Requirements / Qualification

- A Bachelor's degree in accounting and or equivalent professional level
- Would be asset if proven work experience as a Finance Officer or similar role
- Solid knowledge of financial and accounting procedures
- Experienced using financial software and advanced MS Excel skills
- Knowledge of financial regulations
- Excellent analytical and numerical skills
- Allocate the time management skills
- Strong ethics, with an ability to manage confidential data
- Attention to detail, able to work with limited supervision
- Proactive and team player, working in a multi-cultural set-up.

Reporting

- The Finance Officer reports to the EC board and Managing Director.

Salary

- MGMA offers competitive salaries based on education background and experience of the applicant.
- *Qualified applicants should submit their applications electronically to MGMA at: managingdirector@myanmargarments.org; labourofficer.myanmargarments@gmail.com in person at MGMA office, Floor 9, UMFCCI Tower, 29 Min Ye Kyaw Swar Street, Yangon, Myanmar.*