



Hello from Friends-Myanmar

We're looking for a

FINANCE & ADMIN OFFICER

Are you organized, good with numbers, and enjoy helping things run smoothly? Would you like to support a team creating positive change for children, youth, and families in Myanmar?

If you answered 'yes' to any of the above, then you may just be the person we need.

WE ARE

Friends-International (FI), an award-winning NGO founded in Phnom Penh in 1994. In Myanmar, Friends Social Development Organisation (Tha Ngae Chin Myar) was established in 2019 by Friends-International and registered as an independent local NGO. Our vision is a world where every child, young person, and their caregivers are safe from harm and can access education, training and job opportunities to fulfil their potential as productive, functional citizens of their countries. Our dynamic teams across Cambodia, Thailand, Laos, Indonesia, Myanmar, and Europe deliver innovative services for children, youth, and communities. Through our Saving Lives, Building Futures, and ChildSafe programs, we focus on child protection, education, vocational training, social businesses, and more!

THE ROLE

As a Finance & Admin Officer position in Yangon, you will play a key role in keeping Friends in Myanmar running effectively. Your key responsibilities will be to:

- Support the finance and administration operations of Friends Myanmar
- Ensure administrative systems and office operations run smoothly
- Maintain accurate records and support compliance with internal procedures
- Coordinate support services that enable teams to deliver quality programs

You won't be doing this alone. With support and coaching from experienced Finance, HR, and Administration specialists at Friends-International's regional HQ in Phnom Penh, you'll receive practical guidance and mentoring throughout your journey with Friends.

This is a great opportunity for someone who is eager to learn, take initiative, working independently, and grow in an NGO environment.



Does this describe you?

- You are a dynamic team player who is passionate about working for the protection and education of marginalized children, youth and their families
- You have experience in finance, administration, or office operations
- Comfortable working with numbers and attention to detail.
- Well organized, a fast learner, and able to manage different priorities.
- A proactive problem-solver who enjoys finding practical solutions.
- Comfortable using QuickBooks and Microsoft Excel
- A native Burmese speaker with good English skills (written and spoken)

These would be examples of some of your daily responsibilities. Would you enjoy them?

- Supporting payments, financial records, and monthly reporting.
- Preparing and tracking advances, expense claims, and supporting bank and cash reconciliations.
- Working with program teams to track budgets and monitor spending.
- Coordinating procurement activities and working with suppliers.
- Managing office administration and ensuring smooth day-to-day operations.
- Maintaining accurate filing systems and supporting compliance with organizational policies, donor requirements, and audit processes.
- Supporting contracts, payroll administration, and recruitment processes.
- Assist teams across different functions to achieve their objectives.
- Contributing ideas to improve systems and ways of working.

Sounds good!? Great! Please email your **CV with your Cover Letter** and **salary expectations** now to hr.myanmar@friends-international.org and let's talk more.

In compliance with our Child Protection Policy and Protection against Sexual Exploitation and Abuse Policy, all applicants will undergo an extensive background check.

Friends team