



ကြယ်စင်တို့ရဲ့ မျှော်လင့်ချက်

Hope for Shining Stars (1/ Local/ 0172)

Head Office, Apartment 045, 5th Floor, Bayint Naung Tower (1-A), Bayint Naung Road, Kamayut Township, Yangon, Myanmar

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## Job Announcement

Hope for Shining Stars (H4SS-S4SK) is a small NGO which works to provide educational opportunities for children and young people from very poor backgrounds. We have been a registered organization by the recommendation from Ministry of Social Welfare Relief and Resettlement, and Ministry of Education, as a local NGO since 2016. If you want to know about our organization in more detail, please see in the website [www.s4sk.org.uk](http://www.s4sk.org.uk).

### Vision:

The life-prospects of the very disadvantaged children must be improved by providing the successive intervention of appropriate education. We hope that our students will play their role as democratic citizens, respect each other's rights, have an understanding of democratic values and processes, and have satisfying careers.

### Core Value:

- Education with loving kindness
- Honesty
- Mutual respect and trust
- Commitment and accountability on our work

### Project Areas:

Yangon Region, Bago Region, Magway Region, Ayeyawaddy Region

*We are seeking for the following position;*

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|----------------------|---|
| <b>Title of Job</b>  | : Finance Officer (FO)                                |
| <b>Location</b>      | : Yangon  |
| <b>Report to</b>     | : Programm Director                                   |
| <b>Terms</b>         | : 1 Year (can be extendable according to performance) |
| <b>Starting Date</b> | : as soon as possible                                 |



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**Position Description:**

The Finance Officer is responsible for the efficient running of the financial system of H4SS-S4SK and for its integrity.

**Job Responsibility:**

1. To ensure that the financial affairs of H4SS-S4SK are managed with clarity and integrity;
2. To assist the Programme Director in fundraising activities—preparation of budgets to accompany applications, and summary accounts to accompany reports to donors;
3. To prepare clear accounts for submission to the PD, PM, and Internal Audit in H4SS-S4SK;
4. To prepare summaries of H4SS-S4SK accounts, with receipts and other supporting documents, for donors as requested by the PM and PD;
5. To arrange withdrawals from the bank, according to the task schedule , coordinating with PM;
6. To undertake tasks related to the distribution of funds to field sites;
7. To prepare funds for distribution of Family Support to each class at the end of every month by managing the Financial Assistant;
8. To arrange for payment of staff monthly;
9. In consultation with the Project Team and Admin Team, to prepare funds to cover the training expenses in a month before the training;
10. To inform the PM, through the PO, of any unforeseen expense for NFE classes is requested by the NFE facilitators;
11. To report regularly, and as requested, to the PM;
12. To take the responsibility for auditing process;
13. To visit the project field if necessary;
14. To observe the core values of H4SS-S4SK .



ကြယ်စင်တို့ရဲ့ မျှော်လင့်ချက်

Hope for Shining Stars (1/ Local/ 017)

Head Office, Apartment 045, 5th Floor, Bayint Naung Tower (1-A), Bayint Naung Road, Kamayut Township, Yangon, Myanmar

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### Job Requirements:

1. A commitment to education and child protection for very poor children ;
2. Honesty and integrity of character;
3. LCCI Level 3 or equivalent qualification in accountancy ;
4. Experience of working in a NGO at least for 2 years ;
5. Good interpersonal skill and communication skill; ;
6. Ability to work independently and collaboratively ;
7. Good Verbal and written communication skill in English.

### Application Procedure:

If you are interested in this job, you can send your application letter with attached CV including expected salary, two referees and one passport size photo *in one file of PDF format or Microsoft Office word format* to the following address or via email no later than **4th April 2019**. Please ensure sufficient information of two referees. Only short listed candidates will be contacted by H4SS-S4SK for an interview.

*Application should be addressed to:*

**Admin-HR Department**

**No. 045 , 5<sup>th</sup> Floor , Bayint Naung Tower (1-A), Bayint Naung Road**

**Kamayut Township, Yangon**

**Email: [ao.h4ss.s4sk@gmail.com](mailto:ao.h4ss.s4sk@gmail.com)**

**Phone: 09 - 776150638**