



Asian Network for Free Elections (ANFREL)
Finance Assistant: Capacity Building for Media and Civil Society in Myanmar

Position ID: MY2020_02

Hours: Full-time, Regular

Duration of Contract: 11 months

Location: ANFREL office in Yangon (Occasional travel to the field if needed)

Salary: Commensurate with experience and qualifications

Starting Date: As soon as possible (position will be filled when a suitable candidate is found)

Roles and Responsibilities: ANFREL is looking for a motivated person to fill the new position of Finance Assistant for the Yangon office. The Finance Assistant will work with ANFREL's Admin/Finance Officer in Myanmar in implementing day to day cash disbursement and finance tasks as per Finance Officer's guideline.

The Finance Assistant will be tasked with the following:

- Prepare and check payment vouchers and suppliers' invoices.
- Ensure all payments are done against serially pre-numbered cash receipts and cash payment vouchers.
- Maintain documentation of expenditures, vouchers and other related financial records in a proper filing system.
- Carry out regular financial data entry for petty cash in ANFREL Financial forms.
- Purchase office supplies in accordance with the ANFREL procurement policy.
- Responsible for cash transfer to the suppliers or partners.
- Assist the Admin & Finance Officer and program staff to ensure timely and accurate preparation of financial reports
- And perform other relevant tasks assigned by the Admin & Finance Officer or Program Officer.

Key qualifications: Successful applicants should meet the following criteria:

- Bachelor's degree in Business, Accounting or any equivalent degree or a related field;
- A minimum of two-year professional working experience in financial background
- Good computer skill (Microsoft Office is a must)
- Good command of English;
- High level of integrity and ability to work as part of a professional team.
- Demonstrated commitment to ANFREL's core values of promoting democracy and human rights. Interest in elections and political issues in Myanmar and Asia is an advantage, while impartiality is a must;
- Prior working experience with UN, INGO, LNGO or CSO is an advantage;
- Strong work ethic and time management skills;



To Apply: Please send the following documents to anfrel.myanmar@anfrel.org before 14th of February 2020

1. Curriculum Vitae
2. Cover letter presenting your experience, skills, and motivation for the position to fill (maximum 500 words). Please mention your availability to commence working should you be selected by ANFREL.
3. Name and contact details of at least two (2) references

Incomplete applications will not be considered. All communications should be directed through anfrel.myanmar@anfrel.org. ANFREL staff will not accept personal phone calls, emails, or messages related to this position vacancy announcement. Only candidates who have met the required experience & qualifications for this position will be contacted for interviews.

About the Asian Network for Free Elections (ANFREL):

ANFREL is a non-profit regional network, formed in 1997 and working to advance the cause of electoral democracy. It has since then established itself as the leading NGO in Asia working on elections. To date, ANFREL has monitored 62 elections from all over the region. ANFREL was formed as a solidarity movement to oppose authoritarian and dictatorial regimes in a number of countries across the region. To date, it continues to promote the spirit of democracy through free and fair elections while continuously enhancing its strategies through strengthened cooperation between government and non-government institutions, both at the national and international levels. ANFREL continues to move forward as a leading organization promoting and advocating for better and more democratic elections in Asia.

ANFREL focuses its work on three major areas:

Election Observation, Capacity Building, and Campaign & Advocacy. ANFREL takes a holistic approach to achieve its mission and these programs are designed to complement one another in pursuit of supporting free and fair elections in countries across Asia. ANFREL is an equal opportunity employer and welcomes applications from people of all cultures and backgrounds.