



Inya
Economics

Inya Economics

www.inyaeconomics.org

Term of Reference – Administrative and Finance Assistant

Position: Administrative and Finance Assistant (Full time)

Contract type: 1 year (fixed term) possible to extension

Reports to: Program Directors

Location: Yangon, Myanmar (Mostly remote working and need to travel donor and partner offices if needed)

Closing date and time: 15 Feb 2023 (5PM, MMT)

Organization Background

Inya Economics was founded in 2017 and is a local independent think tank, especially emphasizing sustainable and inclusive development in holistic and alternative ways as well as policy and academic progress for people's prosperity. Inya Economics focuses on economic knowledge advancements in democratic ways and sharing economic value with humanity for the well-embedded in society. It is fortifying policy consideration and evidence-based research to the policymakers, government, and non-profit and profit organizations, which intends to the prosperity of the development of the public and private sector.

For that purpose, Inya Economics has been implementing seven major programs: Economic Research Lab Program, Economics Education Program, Promoting Good Governance Program, Private Sector Development Program, Youth Development Program, Green Economy Program and Economics for Federal Resources Program

Objective

To assist in providing efficient and accurate financial data, accounting and record keeping of organization funds and property in accordance with prescribed regulation and generally acceptable accounting principles and to providing efficient financial to organization's activities.

Duties and Responsibilities

- Lead day to day financial management
- Prepare and compile monthly financial statement of project fund status
- Prepare financial reports to program directors, donors and partners
- Facilitate all necessary organizational financial activities
- Safe custody of the financial documents and data
- Assist to develop budgeting framework and support project development with special emphasis on budgeting.
- Focal to record and distribution fund allocation
- Support program teams finance and administration activities
- Lead on financial data collection, preparation and reporting for organization, donors and partners
- Lead on financial reporting to BOD and Program Directors
- Lead to preparation of finance report for Impact Report
- Support finance data and reports to audit
- Monitor the organization budget regularly
- Responsible to follow Inya Economics Rules and Regulations

Qualification and Experience

- High school diploma or equivalent is required
- A minimum of one year of progressively responsible experience in accounting, finance, or directly related field is required
- English is required to communicate with different teams
- Flexible and has team spirit
- Work independent and well perform under pressure

How to apply

We strongly encourage women and minority groups to apply this position.

If you are interested, please fill your information in this google form link -

<https://forms.gle/dP47xTz2G7vcs5jj7>

The application submission should not be later than [Feb 15, 2023]. Shortlist candidate will be contacted for the further conversation.

Inya Economics prevent any types of discrimination and toxics working environment. We expects that all staff following our values, policies, regulations, rules, code of conduct and SOPs. We respects diversity and human rights in terms of gender, ethnicity, religion and beliefs and political ideology. The organization does not tolerate any form of segregation over fundamental rights. The organization values these inherent rights. Based on our firm beliefs and standpoint, the organization dedicates and works for an inclusive economy as the means to sustainable economic development.