

# BRIDGE Creative Agency for Social Impact is hiring Finance Manager

Start Date:  
ASAP

Contact:  
[work@bridge.com.mm](mailto:work@bridge.com.mm)

## Who is this job for?

If you can manage finances in accordance with International Standards and Myanmar tax laws

If you can deal directly with the Tax Auditors, as well as the audit firms

If you are confident in providing strategic financial advice to the Senior Management Team

If you believe that numbers, data and excellent reporting are indispensable in business decision making

If you get excited by developing finance plans, executing them and monitoring progress

If you are motivated by the meaningful, impactful work that Bridge does.

## You should demonstrate:

Certified Public Accountant or Certified Management Accountant designations

5-10 years of business experience and progressively responsible experience in leading a finance team of a Small/ Medium sized company or division of a large corporation

Track record of dealing with Myanmar tax authorities and audit firms.

Outstanding knowledge of Quickbooks, Xero, Sage and other applicable accounting software

Excellent communication skills are essential, particularly in regard to presenting financial overviews and results to the management.

Fluency in written and spoken English and Burmese

Ability to multitask and strong organizational skills

As a **FINANCE MANAGER**, you will be leading and overseeing the financial activities of Bridge. In this position, you will be involved in a wide range of activities ranging from designing budget plans, measuring activities with financial control mechanisms and reporting these to the Office Manager while also managing a small team of junior finance executives. You will have to report regularly to the Office Manager and reconcile every month's transactions. This also includes presenting in the monthly finance meetings where you will analyze the company financials, set proactive targets for the following months, monitor the workflow and improve the efficiency. You will also need to communicate externally to the Tax Authorities and our external Auditors when needed.

We're guessing this would be a good spot for a talented financial expert with strong leadership skills and proven experience in managing the finance department of a small/medium sized organization. He/She is well up to date about the Myanmar (tax) regulations and ready to bring this expertise to Bridge as it enters its next 5 years.

## Responsibilities:

Review previous external audits, lead on future audit process and ensure the companies taxes are filed on a timely basis

Provide monthly financial reports to the management team to support decision making.

Forecast cash flow positions, related borrowing needs, and available funds to ensure that sufficient funds are available to meet ongoing operational and capital investment requirements

Be informed about taxation, finance and banking regulations in Myanmar and Singapore.

Lead on the development of a Financial Policies & Procedures manual which is appropriate for the organization, and also provide training for all staff if needed.

Lead on the development of the Procurement Policy and review all supplier contracts.

Manage Bridge accounts and financial systems (currently Xero platform) and work with the junior accountants to optimize processes

## BENEFITS:

- Above industry pay scale
- Use of an Apple laptop, or help buying one of your own
- The software you need, a power bank and monthly phone credit
- Emergency health cover contribution.
- Flexible work hours, working from home or downtown office

## APPLY NOW

Please send a short cover letter and your CV to [work@bridge.com.mm](mailto:work@bridge.com.mm). If shortlisted, we will interview.

**About Bridge:** Bridge is a creative agency for social impact. We help organizations create scalable impact and people change for good, through communications interventions that deliver sustainable social and behavioral change.

We do this across many sectors and/or thematic areas including child protection, education, health, youth empowerment, gender equality and human rights. Our award-winning social and behavior change communication services range from strategy to concept development and campaign roll-out.

We are a diverse team of experienced professionals with a mix of backgrounds in academia, established private and development sector organizations and diverse religions, genders and sexualities. We provide equal opportunities and a fun, inclusive environment for all our employees. Please apply whatever your ethnic origin, national origin, gender, race, colour, religious beliefs, disability, sexual orientation or age.

Find out more at [bridge.com.mm](http://bridge.com.mm).