



BRIDGE
Creative Agency
for Social Impact
is hiring
Accountant

Start Date:
ASAP

Salary:
TBC depending on experience

Reporting to:
Finance Manager

Contract term:
3 Months Probation extended to
12 Months

**Experienced bilingual
Myanmar Accountant wanted:**

Bridge is a multi-cultural, bilingual, and independent creative agency started in Yangon in 2014.

Our work is multi-disciplinary. From brand consulting, advertising, filmmaking, and across the creative and communications gamut, we are makers as well as thinkers. We have strong in-house expertise capable of delivering anything from custom illustration to a full length feature film. Bridge has been delivering high quality media content to a range of clients from blue-chip firms to start ups to the UN and the World Bank.

Bridge is looking for an Accountant capable of:

- Preparing vouchers (Receipt Vouchers, Payment Vouchers, Journal Vouchers) and other documents (Cash Memo, Statements of Accounts, Tax Matters, etc...); and recording the relevant transactions into online accounting software.
- Handling the physical cash; and processing main cash and petty cash transactions.
- Performing the banking transactions (Deposit, Withdraw, Transfer, Reconciliation, etc...).
- Processing the Payroll transactions , PIT transactions and SSC (Social Security Contribution).
- Submitting the required returns (and tax related documents) to Tax authority.
- Assisting the Finance Manager in Financial Reporting and Budgeting for Cashflow projections.
- Processing the Invoicing transactions and dealing with customers and suppliers as necessary.
- Coordinating with other departments in required matters.

PREFERABLE:

- Software: Xero
- Knowledge: IFRS (International Financial Reporting Standards), IAS (International Accounting Standards)

REQUIREMENTS:

- Min. Qualifications: B.Com <or> ACCA Level I
- Experience: 2years and above
- Software: Any computerized accounting software, MS Office
- Fluency in written and spoken English and Burmese.

Please contact work@bridge.com.mm if you are interested, and for more information about our organisation, please check out our website at bridge.com.mm

We look forward to hearing from you!

Bridge team.