

BRIDGE

CREATIVE AGENCY FOR
SOCIAL IMPACT

FINANCE AND ADMIN ASSISTANT

JOB DESCRIPTION

START DATE:

ASAP

SALARY:

TBC depending on experience

REPORTING TO:

Finance Manager

CONTRACT TERM:

**3 Months Probation extended to
12 Months**

REQUIREMENTS

- Min. Qualifications:
B.Com <or> ACCA Level 1
- Experience: 2years and above
- Software: Any computerized accounting software, MS Office
- Fluency in written and spoken English and Burmese

PREFERABLE

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

BENEFITS

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

RESPONSIBILITIES

- Preparing monthly vouchers (Receipt Vouchers, Payment Vouchers, Journal Vouchers) and other finance related tracking documents (Purchase Order, Cash Book, Statements of Accounts, 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 and SSC (Social Security Contribution).
- Submitting the required returns (and tax related documents such as commercial tax) 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.
- Tracking comp hours and leave/holidays of staff to take necessary actions.
- Basic admin work and other adhoc duties.

APPLY NOW

Please send a cover letter and your CV to work@bridge.com.mm if you are interested. We will arrange for an interview once you are shortlisted.

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.

Create. Communicate. Change.

Find out more at bridge.com.mm

