

## Job Description

<b>Job title</b>	Finance Officer	<b>Location</b>	Hinthada & Danuphyu Branch
<b>Status</b>	Permanent	<b>Working hours</b>	8:30-17:30 (Monday – Friday)
<b>Department</b>	Finance	<b>Contact</b>	HR@the-asgroup.com.mm
<b>Salary</b>	Negotiation	<b>Reporting To</b>	Finance Manager

### Summary

We are looking for a Finance Officer for kawa Branch, Bago Region, who is good experience both of Finance and Account field and can support to organization with Finance roles & responsibilities.

### Roles and Responsibilities

- Prepare monthly report as credit & debit voucher, monthly cash book, digital pays account, bank in hand account, journal adjustment, control musoni trail balance, correct profit & loss and balance sheet, monthly prepaid schedule of ASGBM, monthly fixed assets & depreciation, correct saving balance and correct loan outstanding and loan loss reserve
- Ensuring/Monitor monthly account reconciliations AR, AP & Cash & Bank Reconciliation, Accrued, prepaid, deferred income & expenses with schedules; journal entry and adjustment to perform timeliness, adequacy and completeness.
- Expert using Musoni system or experienced using software/ system in previous job.
- To handle banking process, withdraw from bank, cash transfer to branch, deposit to bank from head office, monthly bank statement, draw the bank in hand cash book
- Assist in documentation and monitoring of internal controls
- Scanning Docs for attaching internal process and preparation Docs when required
- To assist audit process while auditing in branch
- Fully assist to Finance Manager
- Other assign duties if required

### Overall Management

- Contributes to team effort by accomplishing related results as needed.
- Protects operations by keeping information confidential.
- Ensure the timely and accurate maintenance of the financial books.
- Monthly/annual reporting pursuant to the above standards.

### Job Qualifications and Requirements

- Any Graduate, prefer with LCCI Level (3) and Cooperative University
- At least 2 years working experience and prefer working experience at Microfinance Industry.
- Basic MS Office (Excel, Word, Outlook), Basic English skill (fluency in reading, writing)
- Accounting Software training

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## Additional information

- Good time management & attendance
- Being honest and responsible in personality
- Developing positive working relationships
- Able to work at both of internal and external.