



Equality Myanmar

info@equalitymyanmar.org www.equalitymyanmar.org

Vacancy Announcement: Finance Officer

Job Title: Finance Officer

Grade: O2

Job Type: Full-Time contract

Location: Chiang Mai, Thailand

State Date: 1 January 2026

This position is open only for Myanmar Nationals.

Summary

Equality Myanmar (EQMM) is a local NGO dedicated to promoting the human rights of people from Myanmar through human rights education and advocacy. EQMM was founded as the Human Rights Education Institute of Burma (HREIB) in Thailand in 2000 and was renamed and re-located to working exclusively inside Myanmar in 2013. Currently EQMM is working closely with different stakeholders for preventing and promoting human rights for people in Myanmar.

Some of what you'll do:

- Verify expenditures, reimbursements, and vouchers for programs, HR, and admin in line with organizational and donor regulations.
- Provide accounting entries and ensure variance explanations for under/over expenditures are reported.
- Follow up on financial documents, overdue settlements, and advance ledger updates, including currency exchange rates.
- Support monthly Budget vs Actual (BVA) preparation and assist in budget review presentations.
- Serve as finance focal for assigned grants/projects, coordinating with other departments and supporting sub-grant financial management when required.
- Familiarize and ensure compliance with specific donor financial guidelines, requirements and deadlines.
- Assist in preparing donor reports and audit documentation, responding to audit findings as needed.
- Prepare monthly payroll, direct and in-direct salaries and benefits reports respectively allocated to the grants/projects and maintain all related documentation (contract, timesheet, budget allocation sheet, etc.) in the archive database system.
- Support daily cash flow and treasury operations and ensure compliance with financial controls and regulations.
- Reconcile advances and advance settlement in the advance ledger and produce outstanding advance settlement list

- Prepare annual fixed assets report (project-based and organization-wide), including depreciation schedule.
- Conduct yearly physical asset counts and coordinate donor reporting when required.
- Ensure all checked and verified finance documents (advance, advance settlement, reimbursement, vouchers and supporting documents) are maintained in online archive database system.
- Undertake any other relevant organizational tasks assigned by the supervisor

Qualifications

Required:

- Must be Myanmar Nationality.
- Bachelor's degree, preferably in accounting. Holding B Com, LCCI Level III is an asset
- Minimum 3 years of experience in relevant field and similar role.
- Knowledge in Office Word and Microsoft Excel.
- Sound knowledge in QuickBooks.
- Must be able to plan, prioritize, and manage their own activities and office workflow even when working under tight deadlines and during stressful periods.
- Ability to work with challenging and conflict-sensitive environments.
- Ability to establish, maintain, and foster cooperative working relations with relevant stakeholders.
- Ability to communicate clearly and concisely both written and oral in English and must have effective communication, mobilization and problem-solving skills.
- Must be willing and able to adapt to changing work requirements and priorities that may require overtime or extended hours.

Desired:

- Strongly demonstrated understanding about human rights
- Creative, self-motivated, and a critical thinker
- Respect for diversity and sensitivity to other cultures
- Flexible and willing to learn new skills, able to work under pressure, and a team player
- Women, LGBTQIA+, and Disables are encouraged to apply and considered for opportunity equality.

What we are looking for:

- Strong and effective communicator, both written and verbal, with excellent interpersonal communication skills
- Ability to work independently as well as maintain a positive working relationship with multi-racial citizens
- Perform multiple tasks under tight deadlines while maintaining accuracy and quality
- Strong attention to detail and follow-through
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Salary and Benefits

- Competitive local salary commensurate with experience
- Monthly health allowance
- Opportunities to participate in periodic professional development trainings and conferences

How to apply

Interested and qualified candidates should send a cover letter, CV, and relevant supporting documents to the Human Resources Officer at ahc.eqmm@protonmail.com no later than 5 pm, Thailand time, on 25th November 2025.

We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement. The information you provide will be used for deciding who'll be selected for the next step in our process. Successful candidates will need to be willing to provide two names and contact information for professional references before an official offer can be made.

Only shortlisted candidates will be contacted for interview.