



Equality Myanmar

Room 803, Level 7, Nawarat Center, No (186) 52 Street (Middle Block) Pazundaung Township
 Yangon, Myanmar
 Office Phone : 95 (0) 9-448023569, 95 (0) 1-9010605
 Website : www.hreib.com, www.equalitymyanmar.org
 Email : info@equalitymyanmar.org

Vacancy Announcement (Re-announcement)

Deadline For Application	15 November 2015
Position Title	Accountant
Location	Equality Myanmar Office, Yangon, Myanmar
Reports to	Senior Finance Coordinator

Equality Myanmar (formerly HREIB) seeks a committed and enthusiastic person to join our team as **Accountant**. This position is full time and starts as soon as possible.

Organization Background

Equality Myanmar (EQMM), formerly known as the Human Rights Education Institute of Burma (HREIB), is a nongovernmental organization that facilitates a broad range of human rights trainings, advocacy programs, and research and documentation projects which target civil society organizations and grassroots communities. EQMM is dedicated to raising widespread awareness of human rights in order to empower the people of Myanmar to engage in social transformation and to initiate rights-based solutions to social problems.

EQMM was founded (as HREIB) in 2000 in northern Thailand. Since transitioning inside Myanmar beginning in 2012, the organization now maintains its head office in Yangon with a field office in Mandalay and human rights education operations throughout the country. EQMM's main programming consists of human rights trainings and workshops, facilitation of advocacy networks and campaigns, and production of human rights print and multimedia materials, as well as research and analysis on topics relevant for its education and advocacy activities. The organization employs approximately 40 staff in Yangon, Mandalay, and southern Myanmar.

Duties and Responsibilities

Accounting & Financial Management Operations

- Develop and manage the system of computerized accounting program for both EQMM and its affiliated Colors Rainbow office under the supervision of senior finance coordinator;
- Advise to the senior finance coordinator and finance manager that the computerized accounting program must be reliable and relevant with organization internal controls policies and procedures and available grants and budget;
- Conduct trainings/discussion for related computerized accounting program to other finance staff when necessary;
- Prepare assets, liability, and capital account entries by analyzing account information;
- Update bank transaction monthly in the accounting system;
- Classify of the expenses;
- Make data entries of expense data and other accounting data that is verified into the computerized accounting system;

- Document financial transactions by entering account information;
- Report monthly to the senior finance coordinator to check data entry accuracy;
- Provide various types of finance reports from computerized accounting system to help management monitor and internal controls;
- Produce individual project financial report and institutional report using from the data of computerized accounting program under the supervision of senior finance coordinator and in coordination with Colors Rainbow operation coordinator;
- Arrange and keep the finance office files organized and in good condition;
- Assist to the senior finance coordinator and Colors Rainbow operation coordinator in preparation of annual financial reports to be audited; and
- Perform such other accounting financial as may be required from time to time.

Required Qualifications and Skills

1. Myanmar National
2. A University Graduate with additional qualifications in the accounting field (B.Com , LCCI level III or any equivalent)
3. Must be a certificate holder of computerized accounting (i.e. QuickBooks ,Peachtree, etc.) and minimum 3 years experiences and progress working with computerized accounting program and finance and accounting roles
4. High computer literacy in MS word, Advance Excel spreadsheets and other accounting programs
5. Must be highly skilled in dealing with financial and numeric data
6. God command of spoken and written English
7. Willingness to commit to full-time work for at least one year
8. Creative, independent, and highly self-motivated
9. Respect for diversity and sensitivity to other cultures
10. Flexible, able to work under pressure, innovative, and a team player
11. Strongly committed to human rights, social justice, and peace

Salary and Benefits

Competitive local salary commensurate with experience; basic healthcare coverage; and related travel costs for field trips. Opportunities to engage with local, regional and international human rights advocacy networks.

How to Apply

If you are interested in applying for this position please submit the following to thynnthynnhan@equalitymyanmar.org **not later than 15 November 2015**

- CV
- Cover Letter
- Names and contact information for two references

For more information about Equality Myanmar and our work please visit www.equalitymyanmar.org. For further information about this position, please contact via 09-448023569

Equality Myanmar is committed to equality in opportunity for all people. We have a policy of non-discrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, sex, gender, religion, national and/or ethnic origin, disability, age, sexual orientation, gender identity, political belief, or other status.

Only shortlisted candidates will be contacted for interview.