



## **Vacancy Announcement: Cashier (Re-announce)**

**Job Title:** Cashier

**Job Type:** Full-Time contract

**Location:** Chiang Mai, Thailand

**State Date:** Immediately

### **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.

### **Some of what you'll do:**

- Perform for all cash management and banking operations
- Support to do filing and documentation for Finance
- Support to do liaison work with staff, suppliers, beneficiaries, money transfer agents or cash service providers for payments and receipts
- Responsible for clerical job as scan and print all finance documents, translate vouchers

**This position is open only for Myanmar Nationals who are living in Thailand.**

### **Qualifications**

#### **Required:**

- Diploma in Accounting, Business Administration, Finance, or a related field
- A minimum of one-year experience in cashier, preferably in a similar position in an NGO
- High level of integrity and honesty
- Accounting skills and experience in cash/bank management
- High level of mathematical skills
- Good/Understanding in Thai and English (speaking, writing, reading)
- Committed to human rights, social justice, and peace
- Understanding on digital technology skills using various software and mobile apps, including Microsoft Word, Excel Power Point, Skype, Zoom, Google Workspace (Gmail, Drive, Docs, Calendar, etc.), Proton mail, and Signal.

#### **Desired:**

- Strong demonstrated understanding about human rights
- Individual to perform transparent, true, and fair cash management
- Previous in-country experience in Thailand
- Creative, self-motivated, and a critical thinker
- Respect for diversity and sensitivity to other cultures
- Flexible, willing to learn new skills, able to work under pressure and respect deadlines, and a team player

#### **What we are looking for:**

- Strong and effective communicator, both written and verbal, with excellent interpersonal skills

- Ability to work independently as well as maintain a positive working relationship with colleagues
- Perform multiple tasks under tight deadlines while maintaining accuracy and quality
- Strong attention to detail and follow-through

### **Salary and Benefits**

- Competitive local salary commensurate with experience
- Monthly stipend for healthcare coverage
- 13 month salary based on result of staff annual performance
- 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 [hro.eqmm@protonmail.com](mailto:hro.eqmm@protonmail.com) no later than 5 pm, Myanmar time, on 10 April 2022.

We are looking for evidence that you have the skills, experience, and abilities indicated in this announcement. 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.

**Job Description of the Cashier**

**Title: Cashier**

**Grade Level: Level 4**

**Report to: Finance Coordinator**

**Duty Station: Chaing Mai, Thailand**

**Direct report: Nil**

<b>Accounting and Financial Management Operations</b>	<b>95%</b>
<p><b>Cash and Banking Operation Management</b></p> <ul style="list-style-type: none"><li>• Guarantee security of the cash (notably by daily cash balance, weekly and end of month reconciliations) and confidentiality of information</li><li>• Operate operational advances and payment to the staff, suppliers, beneficiaries in cash or electronic payment following his/her level of authorization and the organization rules (internal and donors) under the supervision of account officer</li><li>• Transfer monthly allowances and salary to the staff in the accordance with monthly payroll</li><li>• Collect payments and refund whether in cash or electronic payment</li><li>• Verify cash and bank balances daily and report any discrepancies to the Finance Coordinator</li><li>• Keep the office safe, safe keys, cash, and other assets in a secure and protected place</li><li>• Keep record of all cash, bank, and advances on excel worksheet, update every day, and reconcile daily, report to the account officer weekly for review and check accuracy</li><li>• Prepare weekly cash counts for Finance Coordinator’s approval</li><li>• Verify cash and bank balances with cash book and accounting system with the Account Officer monthly under supervision of Finance Coordinator</li><li>• Ensure all income taxes, withholding taxes, VAT and other taxes are withheld and paid accordingly</li><li>• Operate withdraw, deposit, transfer funds from bank accounts by preparing relevant organization form and submit to the Finance Coordinator and Admin and Finance Manager for check and approval</li></ul> <p><b>Filing and Documentation</b></p> <ul style="list-style-type: none"><li>• Ensure all required documents are attached, calculations are correct, appropriate approvals and reviews made</li><li>• Issue the payment vouchers, debit or credit vouchers</li><li>• Keep transfer slips for all of electronic payments</li><li>• Code all expenditures following the standard chart of accounts, coded budget and donor and record to the accounting system</li><li>• Keep all finance documents and reports are properly filed, labeled, and stored in a clear and easily accessible manner</li></ul> <p><b>Liaison Work:</b></p> <ul style="list-style-type: none"><li>• Identify sources of money transfer agents or cash service providers and communicate them for funds transfer by following the organization policy for a use of cash service providers or money transfer agents</li></ul>	

- Follow all Equality Myanmar policies, procedures, grant compliance and documentation requirements
- Coordinate with admin & logistic coordinator and program staff to make payments to suppliers and beneficiaries

**Clerical job:**

- Scan all invoices with support documents and vouchers
- Translate vouchers, if necessary and prepare payment stamps
- Print all payment vouchers and match with the documents and files

**OTHER DUTIES:** Perform other related duties as assigned

**5%**

**Confidentiality clause:**

- Ensure that the employee does not share confidential information and organizational secrets with others. This obligation applies both during and the termination of employment.