



SEH THEH FOUNDATION

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Vacancy Announcement for Finance Assistant

Seh Theh Foundation (STF) is a non-profit organization, established in 2013. It mainly helps underprivileged children, youth and marginalized communities including refugees and Internal Displaced persons (IDPs) through its education, development and humanitarian assistance programs. Collaborating with the local communities, STF ensure the accessibility of quality education in rural areas in Karenni State, Myanmar.

As STF is a local organization, STF is trying to promote MTB-MLE, local culture and tradition. Moreover, STF has been doing other educational activities such as, providing teacher training, distributing teaching and learning materials, supporting community teachers' stipends.

Job Title: Finance Assistant

Project: System Strengthening

Report to: Finance Officer and Manager

Duration: Two-years contract

Employment Type: Full Time

Duty Station: Karenni State & Thai-Karenni Border

Application Deadline: 27 May 2026

Duties and Responsibilities

Finance Assistant works under the direct supervision of the Finance Manager and Finance Officer of STF and well collaborating in liaison with another team and supporting team goals require strong teamwork skills. The Finance Assistant is responsible for helping or assisting the Finance Officer and Finance Manager for management expenses and producing accurate financial information.

Roles and Responsibilities:

- Prepare and submit monthly reports to supervisor and partner organization timely.
- Actively participate in any workshop, meeting or training as required by the supervisor or organization.
- Assist in analyzing financial data and presenting findings to finance Officer or finance Manager.
- Assist with daily accounting activities, including invoice processing or expenses, ensuring compliance with organization policies and budget limits.

- Providing general administrative support such as copying documents, scanning documents, filling documents, and gathering documentation.
- Efficiently manage the petty cash fund.
- Collaborate in the development of the internal financial control systems and maintain the existing control procedures ensuring their effectiveness.
- Perform other related duties, as required by STF, for the purpose of achieving the organization's goal.
- Collaborate with the finance manager and finance team, executives with projects tasks that any operation may require.
- Act as focal point for receivable requests and settling them in a time-bound manner.

Commitments and Requirements

- Hold at least diploma. (Diploma in accounting/finance or economics are preferable).
- Must be able to speak at least one Karenni ethnic language, plus Burmese and English.
- Good interpersonal skills and maintain good relationships with all colleagues within the organization, partners, and all relevant stakeholders.
- Responsible for following codes of conduct, policy, and the intentions of STF.
- Must be able to work and collaborate with other staff in STF and other partner organizations. (Good team player.)
- Being flexible and ability to work under pressure to meet deadlines.
- Prioritize important tasks and manage time effectively.
- Must be computer literate.
- Effective communication skills.
- Must be flexible with working hours based on work requirements.
- Aware of and show respect for local cultural norms, etiquette, and local beliefs.
- High attention to detail and a high level of accuracy
- Ability to drive a motor bike. (valid driving license if possible)