SEH THEH FOUNDATION
ဘဲဒဲဌဲ ဥဧဃဗ် ဥမဟုဥ်
ဆယ်သဲ ဖောင်ဒေးရှင်း

Vacancy Announcement for Finance Assistant

STF is a non-profit organization, founded in 2013 with the mission for providing education to underprivileged children, youth and marginalized communities including refugees, migrants and Internally Displaced Persons (IDPs) in Karenni State and as well as on Thai-Myanmar border. STF is a local organization and by working closely with the community it has been promoting MTB-MLE by developing learning materials with local language and collaborating in curriculum development with the Karenni Education Department (KnED) and Interim Executive Council (IEC) Education Department. It is also collaborating with other local education organizations in order to provide education more effectively. In addition, STF also established and operated two learning centers, higher education programs, named Seh Theh College (STC) to produce empowered young adults for the greater advancement of their community and Dee Ku Education Center (DEC), GED preparation and life skills course. Both of these schools are running on the Thai-Myanmar border.

In order to ensure the children, have access to the quality education, STF has been focusing on the education system strengthening. It has been developing MTB-MLE curriculum, implementing educational activities including teacher training, school leadership trainings, providing teaching and learning materials, teacher stipends, parenting education, monitoring schools, mobile education programs such as coaching and mentoring teachers, school construction, school nutrition programs and education in emergency (EiE) assistance supporting students and schools being attacked by the airstrikes, bombings or landmines.

STF and the IEC (Karenni State Interim Executive Council) Education Department have cooperated to provide educational services in Karenni State. These services include school visits, providing teacher stipends, online education consultation meetings, and on-ground education consultation meetings. We plan to continue this cooperation to develop the IEC strategic plan, conduct online and on-ground education stakeholders consultation meetings, and hold curriculum standard consultation meetings. Additionally, the STF has been working closely and collaboratively with different stakeholders at all levels including community leaders, CSOs, CBOs, and NGOs to ensure inclusive education and to develop a foundation for a federal education system in Karenni State.

Project Name	: Multi-Sector Assistance for Conflict-Affected People in Shan-Kayah Myanmar Project (MAP)
Job Title	: Finance Assistant
Number of Positions	: 1 Position
Location	: Eastern Phruso, Karenni State, Myanmar
Contract Duration	: Novemeber 2026 to September 2027
Employment Type	: Full-Time
Reports to	: Finance Officer and Finance Manager

Role in organization structure and description:

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 with management expenses and producing accurate financial information. The role requires strong teamwork, communication, and coordination skills. Key responsibilities include monitoring budgets and expenditures, providing guidance and support on budget-related matters, assisting in budget preparation, collecting and verifying supporting documentation, and ensuring the accurate and timely submission of monthly financial reports.

Key Responsibilities

- Assist in analyzing financial data and presenting findings to finance Officer or finance Manager.
- Prepare 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.
- Monitor budgets and expenditures to ensure compliance with approved budgets.
- Collect, review, verify financial documents and supporting evidence.
- Prepare, review, and submit accurate and timely monthly financial reports.
- Coordinate with other teams to ensure timely submission of financial information and supporting documents.
- Support the Finance Manager and Finance Officer in financial reporting, expenditure analysis, and other finance-related tasks as required.
- Worked closely with project coordinators and field staff at field offices to support project implementation, coordinate financial activities, and ensure compliance with financial procedures and reporting requirements.
- Oversee and process financial work at each office in Karenni State as assigned.

Qualifications & Requirements

- Hold at least diploma. (Diploma in accounting/finance or economics are preferable).
- Must have at least a certificate or relevant training in finance the field.
- 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.
- Willing to travel and stay overnight outside of the duty station.
- 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)

Noted: Interested candidates are requested to send their CVs, cover letters and two recommendation letters to the email address provided. Emial to hr@sehthehfoundation.org .
Only shortlisted candidates will be contacted.