



Equality Myanmar

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Vacancy Announcement: Treasury Officer

Job Title: Treasury Officer

Job Type: Short term contract

Location: Chiang Mai, Thailand

Start Date: Immediately

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.

Some of what you'll do:

- Assist daily cash flow activities and treasury functions
- Initiating and processing various types of payments in cash or bank transfer including vendor invoices, employee payroll, advance, payment request, reimbursement, and refunds, ensuring timely and accurate disbursements
- Review invoices for accuracy and ensuring timely payment processing
- Perform banking operations activities
- Record all treasury transactions into cash book and conduct daily cash count
- Maintain advance, reimbursement, and payment request ledgers
- Prepare finance documents for all treasury transactions
- Liaise with service providers for funds transfer
- Collect and filing finance documents of each payment and banking procedures
- Prepare and submit treasury reports including weekly cash book and bank reconciliation report
- Ensure adherence to internal controls, banking regulations, and relevant financial reporting standards

Qualifications

Required:

- Must be Myanmar Nationality

- A diploma in finance, accounting, or LCCI level III
- Minimum of 1-2 years of proven experience in a Treasury role
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Strong financial analysis skills and the ability to interpret complex financial data
- Ability to work independently and collaboratively within a team
- Knowledge in Office Word and Microsoft Excel

Desired:

- Strong demonstrated understanding about human rights
- Able to work independently as well as maintain a positive working relationship with colleagues
- Perform multi tasks under tight deadlines while maintaining accuracy and quality
- Strong attention to detail and follow-through

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 Multi-racial citizens
- Perform multiple tasks under tight deadlines while maintaining accuracy and quality
- Strong attention to detail and follow-through

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 **25 February 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.