



**FRIEDRICH NAUMANN
FOUNDATION** For Freedom.

Myanmar

The Yangon Office of the
Friedrich Naumann Foundation for Freedom (FNF)

<https://www.freiheit.org/myanmar>

is hiring an

Accounting and Programme Assistant

The full-time position, based in Yangon, is open to Myanmar nationals only. FNF is a liberal Foundation from Germany, which promotes Democracy, Market Economy and Human Rights by cooperating with NGOs and Think Tanks in Asia and around the world.

Scope

- Assist Project Director, Programme Managers and accountant in all project related tasks from planning, implementation to reporting
- Monitor and maintain payment, fund transfers and reserves
- Oversight and Implement financial procedures according to FNF guidelines
- Coordinate with accountant in Bangkok on documents and procedures
- Report and prepare monthly expenses to the accountant in Bangkok
- Communicate and Coordinate with partners in project implementation, and support partners in financial and accounting reporting and documentation in accordance with FNF guidelines
- Compile all related documents and correspondence
- Correspond and coordinate with partners, other staffs, resource persons and facilitators.
- Management of office general administration, incl. inventory, office building maintenance and procurement

Prerequisites: Candidate must

- hold a minimum of Bachelor degree in Social Science, Economics, Int. Relations, Law or related fields
- have working experience in cash management and account keeping
- Liberal convictions, incl. appreciation of Market Economy and Free Trade
- Very good English, written and spoken; proficiency in German is an asset
- Ability to prioritize, manage time efficiently, meet deadlines, and perform administrative tasks
- Ability to effectively communicate and work as a team member
- Willingness to travel domestically and internationally

Please apply with a cover letter explaining your interest in working for FNF, a comprehensive CV, and copies of educational degrees and list of references, latest by **August 27th 2023** to fnf.myanmar@freiheit.org.

More information about the Friedrich Naumann Foundation for Freedom:

FNF Code of Conduct: <https://www.freiheit.org/code-of-conduct>

FNF Film: https://www.youtube.com/watch?v=tYo_FPUahuo