Mangrove and Environment Rehabilitation-conservation Association (MERA)

Post Title	Finance Assistant, WAVES Project
Employment Term	1 Year contract with possibility of extension
Duty station	MERA Office, Yangon with some visits to project sites as needed
Application Deadline	13 March 2026 (Friday), 23:59 Hour

Terms of Reference

Responsibilities:

Under the overall supervision of the Chief Executive Officer (CEO) and direct supervision of the Finance Manager (FM) and Finance Officer (FO), the Finance Assistant (FA), WAVES Project is responsible for the following duties: -

1. To assist Finance Officer in preparing budget and accounting of incomes and expenditures of the project
2. To assist Financial Officer in collecting financial data for the project and to assist in compiling the MERA's monthly cash account
3. To assist Finance Officer in preparing monthly, quarterly and annual financial report and in preparing budget requisitions as required according to the approved financial plans of the project
4. To assist Finance Officer in delivering all payments liable to the implementing member organizations
5. To prepare and check the payment vouchers and expenditure vouchers of the project to be in line with the accounting and auditing rules
6. To ensure that all financial transactions are supported by proper documentation (invoices, receipts and approvals) in accordance with the project's financial guidelines and donor requirements.
7. To keep the records and files of the project systematically
8. Perform other tasks assigned by the Financial Officer, Finance Manager and Chief Executive Officer.

Qualifications:

a. Myanmar nationality
b. Preferred age between 20- 35 years
c. Prefer B.Com./BBA (accounting), or a University Degree plus a Diploma/Certificate in Accounting with at least 1 years' experience in financial management. (Prefer 1-2 year of experience in NGO finance)
d. Considerable skill in written and spoken English
e. Computer literate familiar with Excel and computerized accounting systems