Finance and Administrative Assistant

The American Chamber of Commerce in Myanmar

Background

The American Chamber of Commerce in Myanmar (AMCHAM Myanmar) was established on October 31, 2013. To date, more than 120 companies employing over 104,000 Myanmar nationals have joined the Chamber. These companies represent a diverse collection of industries and nationalities, with a common goal to expand American business and promote the highest business standards in Myanmar. AMCHAM was registered with the Myanmar Directorate of Investment and Company Administration (DICA) in September 2017 under registration number 115666037. We are a not-for-profit organization.

Mission

The mission of AMCHAM is to promote and connect American business in Myanmar by encouraging local partnerships and upholding the highest business standards.

Objectives

The objectives of AMCHAM are to:

- Promote U.S. business investment in Myanmar.
- Provide a unified voice for American business.
- Encourage American business to collaborate with companies in Myanmar.
- Communicate opportunities and realities on the ground for businesses interested in the Myanmar market; and
- Facilitate capacity development by sharing best practices and encouraging corporate social responsibility.

Position

The Finance and Administrative Assistant will primarily support the organization's day-to-day financial operations (80%), ensuring that financial transactions are accurately recorded, properly documented, and processed in accordance with policies and procedures. The role will contribute to effective financial management, transparency, and accountability by assisting with bookkeeping, payment processing, budget monitoring, financial reporting, and the maintenance of financial records.

In addition, the position will undertake general administrative responsibilities (20%) to support the smooth and efficient functioning of the organization. These include office administration, procurement coordination, logistics, facilities management, and administrative support for organizational activities and events.

The Finance and Administrative Assistant reports to the Deputy Director for day-to-day supervision and operational coordination, and works under the overall direction of the Executive Director on financial management, administrative operations, and organizational accountability. The position is based in Yangon.

Core Responsibilities

The Finance and Administrative Assistant will have the following responsibilities:

Finance (80%)

- Supports day-to-day financial operations, including processing payments, reimbursements, advances, and receipts in accordance with established financial procedures.
- Prepare and maintain accurate financial records, payment vouchers, invoices, receipts, and other supporting documents.
- Coordinate with the external accounting service provider to record financial transactions in the accounting system and ensure that all transactions are properly documented and filed.
- Assist with cash and bank management, including cashbook maintenance, bank reconciliations, and monitoring outstanding advances, payables, and receivables.
- Assist with tax-related matters, including the preparation and maintenance of relevant tax documentation, monitoring tax payment deadlines, and supporting the preparation and submission of applicable tax declarations and reports in accordance with relevant laws and regulations.
- Support budget monitoring and the preparation of financial reports, expenditure summaries, and budget-versus-actual analyses.
- Review financial documents for completeness, accuracy, and compliance with organizational policies and procedures.
- Assist in preparing monthly financial summaries, cash flow updates, outstanding receivables and payables reports and budget utilization updates for management view.
- Coordinate with the team members to monitor membership payments, event income, sponsorship receipts and outstanding financial documents, ensuring accurate recording and timely follow-up.
- Maintain strict confidentiality and professional integrity in handling financial information, employee-related financial records, membership information and organization resources.
- Support compliance with the organization's financial policies, internal controls, and accountability requirements to promote the responsible use of funds.

Administration (20%)

- Provide general administrative support for day-to-day office operations, including maintaining records, organizing documents, and coordinating routine office requirements.
- Assist with the procurement of office supplies and other necessary resources, including obtaining quotations and coordinating with relevant vendors and suppliers, under supervision.
- Provide logistical and administrative support for internal meetings, organizational events, and activities, as required.
- Assist with coordinating routine office maintenance and other administrative matters to ensure the smooth functioning of the office.

Experience & Desired Skills

The successful candidate will be interested in supporting trade and investment in Myanmar and will be a motivated, enthusiastic team player who is quick to learn. Occasional evening and weekend work may be required in connection with AMCHAM events and organizational activities.

Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
- At least 1-2 years of experience in finance, accounting, bookkeeping, or financial administration.
- Experience using accounting software (e.g. Xero) and Microsoft Office applications, particularly Microsoft Excel.
- Solid knowledge of accounting principes, tax, financial documentation, internal controls, and financial reporting.
- Previous experience working with a not-for-profit organization, NGO, donor-funded project is an advantage.
- Excellent verbal and written communication skills with strong organizational, time management, and analytical skills.

Competencies

- Strong numerical and analytical skills, with a high level of accuracy and attention to detail.
- Good organizational and time-management skills, with the ability to prioritize tasks and meet deadlines.
- High standards of integrity, accountability, and confidentiality when handling financial information and organizational resources.
- Ability to work collaboratively with colleagues across different teams and contribute to a positive working environment.
- Good communication and interpersonal skills, including the ability to follow up on financial matters professionally.
- Proactive, flexible, and willing to take initiative in responding to changing priorities and supporting the wider team as needed.
- Ability to identify discrepancies, follow established procedures, and escalate issues with proposed solutions appropriately.
- English and Burmese fluency is required.

Details

Title: Finance and Administrative Assistant
Reporting to: Deputy Director
Working Hours: Full-time
Location: No. 3/A, Bogyoke Aung San Road #14-00, Suite 2, Junction City Tower Pabedan Township, Yangon, Myanmar
Application Deadline: November 30, 2026
Expected Start Date: December 7, 2026

To Apply Please send your CV (less than 2 pages) and cover letter with 2 references (less than 1 page) to service@amchammyanmar.com. Only shortlisted candidates will be contacted. Any Employment offers will be subject to successful clearance of pre-employment checks.

Applications will be accepted on a rolling basis with a view to recruit as soon as possible.