



Administrative and Finance Assistant

Job Title	Administrative and Finance Assistant
Report to	Finance and Administrative Director
Start Date	As soon as possible
Contract Duration	12 months (subject to a three-month probation)
Salary and Benefits	Based on experience and compatible with local rate
Application Deadline	Open until 31 March 2025

Overview of Progressive Voice

Progressive Voice (PV) is a cooperative, collaborative, and participatory rights-based policy research and advocacy organization rooted in civil society, maintaining strong networks and relationships with grassroots organizations and community-based organizations throughout Myanmar. It acts as a bridge to the international community and international policymakers by amplifying voices from the ground, and advocates for a rights-based engagement and policy on Myanmar. PV upholds the values and principles of peace, human rights, non-discrimination, justice, and self-determination; and teamwork based on mutual respect, recognition, cooperation, and collaboration.

Job Purpose

PV is looking for a committed and thoughtful team-player professional for the position of Administrative and Finance Assistant (AFA) to support the financial and administrative needs of the organization. This includes providing logistical assistance and ensuring the needs of the organization and its staff are met to effectively continue the operation and activities. The AFA will report to and work under the supervision of the Finance and Administrative Director while working in coordination with the Finance Officer. The AFA must have the ability to work flexibly with a small, diverse, committed, active, and fast-paced team.

Duties and Responsibilities

Administrative

- Provide administrative and operational support to the organization, such as purchasing supplies and equipment, paying bills, and overseeing office maintenance;

- Provide logistical and administrative support for meetings, trips, and events of the organization, including ordering meals, hotel reservations, and booking flights;
- File, update and maintain documents, books, and database of the organization;
- Maintain staff timesheets, including staff leaves;
- Maintain and notify staff of important dates, including public holidays, staff’s birthdays, and leaves;
- Organize organizational events;
- Provide quarterly reports to the Finance and Administrative Director regarding the implementation of activities;
- Assist other staff where necessary;

Finance

- Assist the Finance Officer where necessary, including processing reimbursement, following up with partners, obtaining receipts, checking receipt quality, filing and scanning receipts, and making payments;
- Take charge of advance requests processing, monitoring, and clearance;
- Process cash advances and take charge of clearance with the Finance Officer on an activity basic, when necessary;
- Take charge of petty cash for administrative costs as well as clearance of petty cash with the Finance Officer on a monthly basic;
- Prepare and process payroll, ensuring compliance with organizational policy;
- Assist other staff in complying with organizational policy;
- Assist other staff in procurements and purchases related to work;
- Assist the Finance Officer with maintenance of the organization’s fixed assets register;
- Assist in preparing audit reports; and
- Other tasks as assigned.

Person Specification

<i>Essential</i>
<ul style="list-style-type: none"> ▪ Commitment to the approach, principles, and values of PV; ▪ Minimum one year’s experience working in relevant fields, including completing finance and administrative tasks with efficiency; ▪ Good working knowledge of Microsoft Office applications, in particular knowledge of Excel; ▪ Strong time management skills with the ability to meet deadlines; ▪ Excellent attention to detail, with the ability to spot numerical errors; ▪ High level of reliability and integrity, and strong ethics with the ability to manage confidential data; ▪ Demonstrative flexibility and cooperation in working with the team and local partners; ▪ Proficiency in speaking and writing in English and Burmese; ▪ Ability to work independently and as part of a team with people from diverse cultural and religious backgrounds, gender and political views; and ▪ Excellent interpersonal skills.
<i>Desirable</i>

- Completion of training/course in relevant fields;
- Good knowledge of and working experience in human rights-related fields;
- Proficiency in speaking and writing in Thai; and
- Proficiency in one or more ethnic national languages in Myanmar in addition to Burmese.

Application Procedure

Interested candidates are requested to submit **a cover letter, CV, and two contact details of references in English**. Only complete applications will be reviewed. We will not be able to notify all applicants unless they are chosen for interview.

Please email your application to: info@progressive-voice.org with the subject heading **“Application: Administrative and Finance Assistant”**. **This application is open until 31 March 2025**. Interested applicants are encouraged to apply as soon as possible. Application will be reviewed on a rolling basis.