



Asian Harm Reduction Network (AHRN)

JOB VACANCY AHRN/YGN/26/044

Date: 7 May 2026

Position : Finance Assistant (Data Entry) (1) Post

Location : Yangon

The Asian Harm Reduction Network (AHRN)-Myanmar is an International Non-Governmental organization, which is implementing a harm reduction programme to reduce HIV transmission among people injecting drugs, their (sexual) partners and the communities they live in by providing support to implementation of harm reduction interventions and to create an enabling and supporting environment through advocacy, capacity building, training and service provision.

AHRN-Myanmar is looking for highly motivated and reliable individuals who are keen to be part of an active team/organization that delivers wide range of services to improve the health of vulnerable person to fill in the position of “**Finance Assistant (Data Entry)**” for its ongoing Harm Reduction activities in Myanmar.

- The position is full-time, based in **Yangon** with a probation period of three months.
- Application deadline : **21 May 2026**
- Starting date of the contract : **As soon as possible**

Personal and Professional Requirements

- University degree in Economics or Diploma in Accounting
- Minimum of 1 year experience in a similar position/field
- Good command of spoken & written English
- Excellent computer skill (office application)
- Excellent communication and networking (interpersonal) skills
- Good sense of priorities and good analytical skill
- Working knowledge with INGOs or NGOs will be given preference
- Ability to meet the work deadlines

Financial Management Tasks

- Check all the vouchers, payment & advances both for Yangon and field offices (as allocated) whether it is authentic, supported with the necessary documents, relevant coding, appropriate allocation, filling appropriate account code, approved by the

appropriate authorized person, claimed in time, accuracy of amount, etc as per AHRN Finance Procedure;

- Handle cash (MMK&USD), update information to Head of Finance in time when it is necessary for exchange or cash level is low;
- Responsible for bank related matters (Cash withdraw, cash transfer, exchange money, get bank statement, update bank book, get/update bank information, if necessary, etc.);
- Responsible for updating all the filing system;
- Daily cash count with Finance Assistant (Cashier) Data Entry, support in monthly cash count and surprised cash count;
- Responsible for the preparation of the periodical financial report for the assign funding;
- Provide monthly budget variance report for the assign funding to the project sites operations supports them in their respective financial management;
- Support and advice to the staff with budget COA when it is necessary;
- If necessary, she needs to travel to field offices.
- Ensure that Finance Procedure is being followed in any process;
- Assist AHRN Head of Finance with the entire task being assigned to do.

Applications should address all Selection Criteria, and should include a cover letter along with a copy of current Curriculum Vitae listing two referees and their complete contact details (i.e., name, position title, organization, phone, fax, email, and mailing address details). Attention to **Human Resources Team, Asian Harm Reduction Network (AHRN-Myanmar)** and send the applications to:

AHRN Yangon Office : No.125 (B5+B6), Bo Saw Aung Street, 8 Mile, Mayangone Township, Yangon.

Or e-mail to jobs@ahrnmyanmar.org, online applications should be clearly mentioning the job title and location in the subject line.

Additional information: -

- Only short-listed candidates will be contacted for a personal interview.
- Please do not send original documents as it will not be returned.

AHRN has a zero-tolerance policy on any kind of sexual exploitation, abuse and harassment. AHRN expects full commitment of its employees with AHRN Code of Conduct including PSEA policy.