

## FINANCE AND ADMIN OFFICER

The French Myanmar Chamber of Commerce (“FMCCI”), is an Association not for profit duly registered in the Republic of the Union of Myanmar (“Myanmar”) in compliance with the Myanmar Company Law. Believing that trade led to the development, the objectives of the chambers include: to provide a forum for business actors to discuss commercial matters; to assist its members in doing business in Myanmar; to promote closer links and communication with other chambers; to obtain, share and distribute trade-related information with interest professional bodies; to advise and assist in the promotion of trade, investment, finance and industry between Myanmar and France or any other country.

The Chamber is looking for a Finance and Admin Officer capable of handling FMCCI’s Finance and Administrative functions and business services.

- Reports to:
  - Chief Executive Officer
  - Board of Directors (if needed)
- Job Summary

The role of the Finance and Admin Officer is to efficiently and accurately support the financial and administration functions of the business and to assist the Chief Executive Officer in ensuring the financial well-being of the French-Myanmar Chamber of Commerce & Industry incorporated, a company limited by guarantee (association) (“**FMCCI**”).

The role of the Finance and Admin Officer requires an interest in:

- ensuring the compliance of the organization with Myanmar laws;
  - preparing, maintaining, and properly filing official and legal documents;
  - providing updated regular, and accurate information on its financial situation;
  - ensuring that its financial and admin/HR processes are compliant with applicable laws and standards.
- Main responsibilities as Finance and Admin Officer

### o Finance and Admin

- Work together with third-party suppliers to ensure all financial accounting and operations of FMCCI are running efficiently;
- Liaise with third-party suppliers to get financial reports, including monthly and annual P&L, and interpret financial information in a timely manner;
- Liaise with auditors to ensure appropriate monitoring of company finances is maintained.
- Liaise with banks and with the Chief Executive Officer/ Board of Directors for all bank transactions and operations;
- Liaise with clients’ finance departments, when necessary, for financial processes;
- Liaise with the Secretary-General to ensure that all legal documents are properly filed and are compliant with Myanmar Laws;
- Liaise with administrations for admin processes (Labour Office, Tax Office, Ministries, MEB, etc.);
- Prepare and file quarterly Commercial Tax returns in compliance with Myanmar tax regulations;
- Handle Business Centre Inventory, office supplies, and all supporting administrative-related documents;
- Maintain and update legal information regarding FMCCI with the administrations (DICA, etc.);
- Monitor and inform the Chief Executive Officer of changes in the Myanmar legal framework.

o Business Services

- Prepare invoices, send reminders to clients and Members, follow up on pending receivables;
- Bookkeeping for membership payments and renewals;
- Ensure completeness of supporting documents in all respects which includes authenticity of signatures, cross-checking attendance sheets, and verifying payments made to Trainers;
- Help with financial data entry and general bookkeeping for membership and business services;
- Prepare legal documents, including contracts for clients, tenants, and trainers;
- Organize membership and business services-related documents are properly filled and tagged;
- Handle cash payments to suppliers and cash receivables for events;
- Make trips to government administration offices to run necessary procedures.

• Other responsibilities

- Support wage portage and HR services offered by FMCCI to its clients;
- Manage office leasing services offered by FMCCI to its tenants;
- Manage other services depending on requests from the Board and clients.

• Educational background

- Any Bachelor's degree (or equivalent qualification) / finance or accounting certificate would be a plus

• Requirements

- At least 2 years of experience in a similar position; holding an accounting diploma would be added value to this role;
- Experience in filing, document archiving & payments;
- Applicants should be prepared to commit to a minimum of one year at the Chamber. Please note that the offered salary is in MMK and falls within the market range.

• Required skills and qualities

- Fast learner and will to progress;
- High professional integrity;
- Good presentation in person and when answering the phone;
- Excellent English-speaking skills;
- Good writing skills in both English and Burmese;
- Attention to detail and instructions given by management;
- Strong Excel skills;
- Proficient in Microsoft Office (Word, PowerPoint);
- Excellent interpersonal and customer relations skills;
- Knowledgeable in basic accounting/bookkeeping practices and processes
- High understanding of customer service;
- Capacity to work in a cross-cultural environment;
- knowledge of Myanmar business laws and contracts;
- Able to work independently with minimal supervision and great initiative in implementing FMCCI's new activities.