



EMBASSY OF DENMARK
Yangon



Embassy of Finland
Yangon



Norwegian Embassy
Yangon



Embassy of Sweden
Section Office Yangon

The Nordic House, Yangon Vacancy Announcement: Finance Officer/Senior Accountant

The Nordic House in Yangon is home to the four Nordic Diplomatic Missions in Myanmar; The Embassy of Denmark, The Embassy of Finland, The Royal Norwegian Embassy and the Embassy of Sweden, Section Office Yangon. The four diplomatic missions share common premises and administration, with Norway as administrative lead country. We are recruiting a motivated and dedicated Finance officer with strong interpersonal and team player skills to join the Nordic House administrative team.

Responsibilities

The responsibilities of the Finance Officer will primarily be responsible for but not limited to the following:

- Daily operation of finance matters including bookkeeping (Agresso), budgeting and suppliers registration
- Banking process, transfers and withdrawals, payments for Nordic Embassies and Nordic House operation
- Point of contact for banks and financial institutions in Myanmar and Norway
- Responsible for calculation of payroll, tax process related to local and overseas personal income tax for various staff categories.
- Responsibilities may be adjusted based on Nordic House requirements as defined by the Head of Administration.

Required Qualifications

- A relevant university degree and accounting qualifications. Demonstrated relevant experience can compensate for lack of formal degree.
- Minimum of five years of relevant work experience in Finance/Accounting, preferably from a multi-cultural environment.
- A good understanding of relevant local laws and regulations regarding accounting, taxation, finance/banking etc.
- A demonstrated ability to work as a team member in a sometimes hectic environment while being organized and detail oriented, using relevant ICT tools and applications.
- The working language is English and fluent command of both written and spoken English is a necessity.
- Must have a valid Myanmar Passport.

Nordic House offer a position in an inclusive, busy and social workplace with competitive salary and leave entitlements, and medical plan for the employee and immediate family.

Applications with cover letter, CV, copy of passport and two references to document skills, background and experience must be submitted to: hr.yangon@mfa.no by **Monday 06.01.2025**.

Send applications using subject line: NH Vacancy – Finance Officer 2025

No documents will be returned to the applicant. Only shortlisted candidates will be contacted for interviews.