



ကညီကုန်သုဆးလၢဝဲကျါ
Karen Education and Culture Department

မူဒါလီလၢဟံပနီနကွဲးဖျါ
(Job Description)

၁.၀- မူဒါလီလၢအတၢ်မၤတက့ၢ် (Job Overview)				
လီလၢ (Position)	ဝဲဒု (Bureau)	ဆုၤထီၣ်တၢ်ဟံဖျါဆူ (Reports To...)	ဟံးစုနဲၣ်ကျဲ (Supervises...)	တၢ်ဘူးတၢ်လဲ အပတီၢ် (Pay Grade)
ကျိၣ်စုၣ်ဝိ ပုၤမၤတၢ်ဖိ (Finance Staff)	နဲၣ်ခွဲၣ်ကရူၢ်ဝဲဒု (Bureau of the Secretary)	ကျိၣ်စုၣ်ဝိမူဒါခိၣ် (Finance In-Charge)	နီတဂၤ (None)	F
၂.၀- တၢ်ဖဲးတၢ်မၤတၢ်ပညိၣ်တိၢ်ဟံ (Purpose)				
The Finance Staff assists the Finance In-Charge and Finance Officer in managing, processing and troubleshooting various accounts and transactions.				
၃.၀- မူဒါ,တၢ်ဟံးမူဟံးဒါဒီးမူဒါတၢ်မၤ (Duties, Responsibilities and Tasks)				

၃.၁- မူဒါနီးတၢ်ဟံးမူဟံးဒါခိၣ်သ့ၣ် (Core Duties and Responsibilities)

Planning:

- Assist preparation of budgets projections for donor proposal and agreements
- Assist preparation of annual quarterly program and operation budget
- Assists with audits, fact checks, and resolving discrepancies.

Management:

- Ensuring compliance with accounting policies and procedures.
- Processes transactions, issues checks, and updates ledgers and budgets.
- Receives and records vouchers, cash and checks.

Implementation:

- Provides support to the accounting department.
- Types accurately, prepare and maintain accounting documents and records.
- Performs basic office tasks, such as filing, data entry, answering phones and processing the mail.
- Uses bookkeeping databases, spreadsheets and software.
- Posts financial transactions in databases.
- Prepares financial reports.
- Ensure daily cash check and weekly reconciliation prepared and checked.

Co-ordination:

- Interacts with management within field staffs and partner organizations.
- Handles communications with field staffs and partner organizations via phone, email and in-person.

Supervision:

၃.၂- မူဒါတၢ်မၤအဂ့ၢ်အဂၤတဖၣ် (Other Tasks)

- Regularly **report** verbally and in writing to Supervisor.
- Attend all relevant **meetings and workshops**, as appropriate or assigned.
- Pursue **professional development** opportunities.
- Taking on additional tasks or project to learn more about accounting and office operations.
- Conduct **other duties** as assigned by Supervisor.

၃.၃- တၢ်မၤအလီၢ်အကျဲ (Work Location): တၢ်ဆဲးကျိးဝဲၤဒါး (Communications Office)

၄.၀- တၢ်လိၣ်ဘၣ်ပတီၢ်လၢအကြးအိၣ်တဖၣ် (Minimum Requirements)

<p>တၢ်ကူၢ်ဘၣ်ကူၢ်သ့ (Education)</p>	<p>တၢ်သ့တၢ်ဘၣ် (Skills)</p>	<p>တၢ်လဲၤနီၤဖျိ (Experience)</p>
<ul style="list-style-type: none"> • Relevant education and training, and additional certification may be required. • Knowledge of basic bookkeeping procedures. 	<ul style="list-style-type: none"> • Strong administrative skills. • Ability to work as part of a team and take direction accurately. • Analytical thinker and problem solver. • Competent IT skills, particularly proficient with spreadsheet software, and strong and accurate typing skills. • Good math skills and the ability to spot numerical errors. • Ability to handle sensitive, confidential information. • Exceptional organisational, time management, and verbal and written communication skills. • Ability to multitask and remain motivated and positive. 	<ul style="list-style-type: none"> • Work experience as an Accounting Assistant or Accounting Clerk. • Hands-on experience with MS Excel and accounting software. • Work experience in organizations that associated with accounting department. • Familiarity with basic accounting principles.
<p>၅.၀- တၢ်ဟ့ၣ်တၢ်ပျဲ (Approvals)</p>		

ဘဉ်တၢ်ကတီၤအီၤလၢ- လီၢ်လၢ- မံၤကွဲးစဲ- မ့ၢ်နံၤ-
(Prepared By:) _____ (Position:) _____ (Signature:) _____ (Date:) _____

ဘဉ်တၢ်ဟံၣ်ဂၢ်ဟံၣ်ကျၢၤအီၤလၢ- လီၢ်လၢ- မံၤကွဲးစဲ- မ့ၢ်နံၤ-
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