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Vacancy: Finance Associate

EuroCham Myanmar is the European Chamber of Commerce, representing over 160 European businesses and affiliated organisations operating in Myanmar. We work to provide reliable and relevant insights on daily basis to our members on the current business context in Myanmar. We organise briefings and events on a regular basis, facilitating knowledge sharing and advocacy efforts. We pride ourselves on having strong relationships with key stakeholders.

In sum, the Chamber offers a platform to businesses for engagement and access to reliable, verified, and relevant information from our team working on the ground in Myanmar.

The *Finance Associate* will work in close alignment with the Finance & Admin Officer. The Finance Associate's efforts ensure that EuroCham Myanmar's transactions are timely and accurate.

The day-to-day activities of the Associate will be decided in close alignment with the Finance & Admin Officer and the Chief Operating Officer of the Chamber, but the Associate is expected to take a proactive approach and work both independently and diligently, taking responsibility for the tasks at hand.

- Work in close cooperation with the other members of the Finance and Admin team, supporting cashbook, filings, monthly financial reporting and interactions.
- Mainly responsible for the preparation and overseeing of all membership and event invoices and receipts
- Assist the Communications & Events team with event finance matters, the handling of invoices, and preparation of event receipts.

EuroCham Myanmar works with a small team in Yangon, and we are looking for someone who is the best fit for the team, an enthusiastic and dedicated colleague who is looking forward to working with us to support European business in Myanmar.

Key tasks

Budget

- Assist the Finance and Admin Officer with MADE reporting: issue the invoice & receipt punctually once the report is finalised.
- Make sure to finalise the updated receivables list before every monthly BOD meeting
- Submit the updated invoice and budget receivables file ahead of time to the Finance and Admin Officer in preparation for the monthly budget file
- Arrange the payment of salaries and payments by banking or cash upon the Finance and Admin Officer's instruction after the COO and Board approval

Invoicing

- Assist the Chief Operating Officer in the membership onboarding and renewal processes
- Prepare EuroCham Myanmar membership and event invoices and receipts
- Coordinate with members in issuing the invoices with the requested PO number and supporting the correct invoices for the payment if necessary
- Track and follow up on all outstanding invoices monthly
- Complete vendor forms and provide the necessary documents as requested by members
- Check with the event officer for the event registration and paid list ahead of time
- Assist the Finance Officer with event income reporting
- Issue the invoices on time for the walk-in guests to the event
- Assist the Admin Associate in keeping the invoices' hard copy files on a monthly basis
- Issue the credit notes as necessary

Account Receivables

- Update the "paid" list with the correct receipt number in the invoice file on a daily basis
- Follow up regularly on the outstanding invoices once overdue
- Report the updated membership payment status & receivables list to the Chief Operating Officer
- Reach out to the bank for any necessary questions regarding the banking issue
- Support the correct submission of invoices to credit the payments in a timely manner
- Inform the members upon receipt of the payments
- Prepare the income and bank charges file for the monthly financial reporting

Bookkeeping

- Mainly responsible for daily bookkeeping
- Handle all bank-related matters, check daily bank statements and cash transactions, and update cashbooks.
- Assist the Admin Associate in preparing the daily payments and receipt vouchers.
- Work together with the Admin Associate in finalising the monthly cash book hard copy files
- Properly archive all documents, both manual filings and on the server
- Coordinate closely with the accounting firm for cash transactions and inquiries, and submit cashbook, bank statements, payment, and receipt vouchers to the external outsourcing finance team (Interactive) for monthly financial statement preparation in a timely manner.
- Conduct weekly and monthly reconciliations with the finance and admin officer for petty and bank cash balances.
- Support the necessary tax-related documents for the tax payment preparation.
- Assist the Finance and Admin Officer with all financial information and supporting documents relating to the chamber for the yearly audit process.
- Maintain the Fixed Assets list and organise the Fixed Assets handover process and maintenance.

Qualifications and Requirements

- Have either one or two years of experience in the accounting field or prior hands-on experience in an accounting & admin workplace
- Fluency in Myanmar and English
- Diploma or equivalent; Associate's degree in Accounting preferred: LCCI Level 2 or 3 certificate.
- Proficiency in Microsoft Office, including Word, Excel, and PowerPoint, with advanced skills
- Ability to work online and in-person
- Strong interpersonal skills, enabling interaction with individuals at all organisational levels, including senior management of member companies.
- Must be highly organised, detail-oriented and be able to successfully handle multiple projects and tasks at the same time.

We would like to emphasise that we are looking for someone who is the right fit for our team. We value direct communication and a proactive attitude. You work in a close team with guidance, but we also encourage you to make subjects your own. We look for someone who enjoys working independently and proactively engages with our team about the tasks at hand. Join us in promoting business growth and cooperation in the Myanmar market while being part of a work environment that respects and values inclusion.

If you are a dynamic and highly organised professional with and the drive to support European businesses in Myanmar, we encourage you to apply for the Finance Associate position at EuroCham Myanmar

Remuneration for this role will be based on experience.

To apply, send your resume, and a short motivation letter why you think this role is a good fit for you, to finance.admin@eurocham-myanmar.org, with in cc: admin@eurocham-myanmar.org. Applications will be reviewed on a rolling basis. We aim to fill this as soon as possible.