



The Trusted Taskforce Vacancy Announcement

Position Title	: Senior Finance Officer
Number of Position	: 1 Position
Location/Duty Station	: Chiang Mai, Thailand (or) Yangon, Myanmar
Contract Type	: Fixed-Term
Report to	: Senior Finance Manager
Application Deadline	: 17th August 2026

About Triple T

Who we are

Triple-T is a local frontline responder comprised of highly experienced members specializing in networking, localizing, programmatic, and operational aspects of humanitarian, human rights, and development work across private and Non-Profit sectors, including International Non-Government, UN, and Donor agencies. Specifically, Triple-T possesses extensive expertise in Humanitarian and Emergency Response, Stakeholder engagements, Gender-based Violence Protection, Child Protection, Social Protection, Protection Case Management, Mental Health and Psychosocial Support, Emergency Health Programming, Financial Management, Logistics and Supply Chain Management, MEAL (Monitoring, Evaluation, Accountability, and Learning), Human Resource Management, IT management including Digital Security, Organizational Development and System Strengthening, and others.

What we do

Triple-T primarily focuses on implementing Humanitarian and Development Interventions, Right-based Programming, Emergency Response, and System and Capacity Development, with a particular emphasis on supporting local and community-based organizations and frontline task forces. Additionally, we engage in Networking, Coordination, and Partnerships with local and international allies. Our operations extend across Myanmar and the borders of neighboring countries.

Job Overview: The Senior Finance Officer is responsible for managing day-to-day financial operations, including daily cash book updates for processing receipts and payments, maintaining accurate financial records, and preparing regular reports such as Cash Flow Statements, Cash Positions Report (Balance Sheet) and Income and Expenditure Report and weekly cash projection. Ensure that all transactions comply with internal policies, donor regulations, and accounting standards while supporting audits, vendor coordination, and interdepartmental collaboration. The role also includes verifying payments, and travel request form and supporting financial planning, and participating in emergency financial tasks and ad-hoc assignments as needed.

Job Responsibilities

- Prepare **day-to-day financial operations for receipts and payments**, ensuring all transactions are processed accurately and promptly to maintain efficient financial management.
- Maintain and update the record daily **cash book**, by accurately recording daily transactions, ensuring all financial movements are properly documented and reconciled.
- Perform regular **cash and bank reconciliations**, to ensure that cash balances and bank statements align with the organization's financial records



- To prepare a monthly advance booking list for tracking outstanding balances
- Ensure that financial records, including **accounts payable** and **receivable** are accurate, complete, and up to date, in compliance with accounting standards, organizational policies, and donor requirements.
- Prepare **monthly Cash Flow** Statement
- Monthly **Cash Position Report** (balance sheet)
- Monthly **Incomes and Expenditures** Report
- Assist with timely **cash deposits and withdrawals** from the bank as assigned by the supervisor.
- Ensure that all financial transactions and records comply with the organization's policies and donor requirements.
- Review and verify **payment request form** (Except Salary, Consultancy/Service Fees) ensure all supporting documentation is complete, payments comply with organizational procedures and align with budgetary constraints.
- Track and manage cash flow, ensuring sufficient liquidity to meet operational needs, optimize cash management, and support **weekly cash projections**
- Participate in the **bid analysis** process as the finance focal point, ensuring that financial aspects are accurately assessed and aligned with financial policies.
- Verify and ensure the timely processing of **payments** by checking original receipt vouchers, invoices, sanction check records, approved bid analyses, quotations, market analyses, and approved POs and PRs, promptly resolving any discrepancies or delays ensuring transactions.
- Ensure the proper **financial verification and processing** of financial transactions, including original receipt vouchers, invoices, sanction check reports market analysis, quotations, approved bid analyses, approved POs and PRs, along with other relevant financial supporting documents.
- Coordinate with **vendors** to ensure timely and accurate payment processing
- Collaborate with other departments to ensure **financial procedures and processes** align with organizational goals
- Assist in the **audit process** by providing necessary financial documentation and supporting the auditing team in ensuring compliance with relevant standards.
- Assist the finance team with **ad-hoc** accounting system tasks and cash/bank financial management by providing accurate financial information as requested by the leading sector.
- To understand and be fully aware of the Triple-T Finance Policy and Procedures, internal policies, and donor rules and regulations, to ensure proper internal controls and compliance for all payments.
- To support ESC or emergency requirements as needed, as assigned by the supervisor.

Other

- Other duties as assigned by the supervisor.
- Must be available to join emergency-related calls as needed on an ad-hoc basis

Requirements

Experience

- A minimum of 4-6 years of experience in finance field, particularly in non-profit organizations.
- Professional experience working with diverse communities and individuals.



Qualifications

- Bachelor's degree is required, preferably with an advanced degree in a relevant accounting field or equivalent experience in finance and accounting.

Skills and Knowledge

- Knowledge of Accounting management systems and financial policies and procedures
- Excellent time management and multitasking abilities
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficiency in computer applications, including MS Office (Excel, Word, Outlook)

Triple-T's Standard Requirement

- Strong commitment to the Triple-T's vision, mission, goals, and values.
- Understanding and appreciation of diversity, equity, and inclusion principles.
- Willingness to respond to the needs of Myanmar and its people.
- Quick grasp of cultural and conflict sensitivity in various work contexts.
- Flexibility and adaptability to work collaboratively and overcome challenges in changing situations.
- Maintain a zero-tolerance policy for any violations of Protection from Sexual Exploitation and Abuse (PSEA) and Child Safeguarding policies.

We provide equal work opportunities regardless of age (at least 18), race, color, religion or belief, gender, sexual orientation, nationality, ethnic or social origin, status, disability, pregnancy or maternity, marital status, or any other characteristic.

This position is open only to **Myanmar Nationalities**. Please specify your preferred duty station in your application letter (Yangon or Chiang Mai). Applicants need to manage their visas independently, and the organization is unable to provide financial or logistical support.

HOW TO APPLY

Interested candidates are invited to submit CV to hr.recruitment@thetriples-t.org not later than **17 August 2026**.