



Ethnic Health Systems Strengthening Group Vacancy Announcement Project Accountant

About Our Organization

The Ethnic Health System Strengthening Group (EHSSG) is a network of Ethnic Health Organizations and border based managed health Community Based Organizations with over twenty years providing primary health care services. In 2015, the group formed a steering committee to work together to strengthen health systems in Eastern Burma/Myanmar, and to advocate for equitable and essential primary health services for vulnerable and displaced people throughout Burma/Myanmar. Participating organisations provide comprehensive health programmes in their local areas through a collaborative approach with local, national, international bodies. EHSSG is a community-based ethnic health organization and consists of **14** partner organizations, namely

1. Back Pack Health Worker Team (BPHWT)
2. Burma Medical Association (BMA)
3. Chin Health Education Committee (CHEC)
4. Civil Health Development Network (Karenni) (CHDN)
5. Mae Tao Clinic (MTC)
6. Mon National Health Committee (MNHC)
7. Kachin Health Network (KHN)
8. Kachin Women Association- Thailand (KWAT)
9. Karen Department of Health and Welfare (KDHW)
10. Pa-Oh Health Working Committee (PHWC)
11. Rakhine Community Health Worker Association (RCHWA)
12. Shan Health Committee (SHC)
13. Shan State Youth Capacity Building Centre (SSYCBC)
14. Ta'ang Health Organization (THO)

AIMS of EHSSG

1. Improved health outcomes through expanding access of villagers to community health workers and services.
2. Responsiveness through evidence-based programming and planning.
3. Financial and social risk protection through prioritizing context-appropriate, low-cost interventions and improved referral systems.
4. Improved efficiency through the identification of best and underperforming facilities, programming, and health workforce.



CODE: VA NO: 011/EHSSG 2023

EHSSG is looking for a motivated and reliable individual to fill this position “Project Accountant”.

Required Position and detail information

Job Title	Project Accountant
Location	Mae Sot Based
Full Time/ Part Time	Full Time
Salary Range	6,000 – 7,000THB
Benefit	Stipend, Leave, Holidays, Health Insurance and other social benefits
Contract Duration	1 year with probable extension
Relationship	
Report To	Finance Manager
Closely Work With	Finance Officer and Accountants
Supervise	Direct: NA Indirect: NA
Coordinate With	Partner Organizations
Financial/Budget	Financial Management Team
Responsibility	
Summary	The project accountant is responsible for timely and accurate book keeping for assigned project to accounting software, assisting in the preparation of periodic donor financial reports and budget.
Job Details	<ol style="list-style-type: none"> 1. Ensure that all payment, reimbursement, advance requests and advance liquidation are properly documented with budget code, donor code, GL code, verified and authorized signatures. 2. Ensure donor and program accounting records are kept up to date accordingly to the correct project and account codes compliance with donor requirements. 3. Ensure that all financial documents are filed systematically. 4. Understand donor’s rule and regulations and record income and expenditure in accordance with the guidelines in the agreement with Donor into accounting software. 5. Posting and rebooking financial transactions into SQL software in weekly basic. 6. Understand EHSSG’s Financial policies & procedures and Procurement policies. 7. Participate in Budget monitoring and budget revision meeting of the respective project. 8. Coordinate with Partner Organization upon the submitted the Monthly, Quarterly, semi-annually and annual financial report 9. Assist the Finance Manager and Assistant Finance Manager in coordination and provide clear information for external and internal audit.
General	10. Complete other duties as necessary and assigned by Finance Manager



Requirements	
Education	<ul style="list-style-type: none">• High School Diploma (or equivalent). In the event when formal qualification is not available, candidate may show equivalent self-taught competencies. (required)• Certificate in Basic Accounting and/or Certificate in Finance and Accounting (preferable)
Work Experience	<ul style="list-style-type: none">• At least one-year experience working as an accountant. (preferable)
Skills/Knowledge/Attitude	<ul style="list-style-type: none">• Ability to maintain good relationship with staff and partners, familiar with organizations and donors working in Eastern Burma.• Flexibility - ability to work with multi-disciplinary and multi-cultural people, openminded, good communication skills, ability to listen.• Willingness to work for community in ethnic communities and Thai-Burma Border.
Languages	<ul style="list-style-type: none">• Ability to speak, type, writes and read in Burmese and English. (required)• Fluent in one of ethnic languages and Thai language. (preferable)
Motivations	<ul style="list-style-type: none">• Enthusiastic in job• Diligent, responsible and accountable
Others	<ul style="list-style-type: none">• Must be a believer in mission and vision of EHSSG

We are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

EHSSG has a zero tolerance to sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrine principles of PSEA, always (both during work hours and outside work hours). All selected candidates will be expected to adhere to there standards and principles.

Application Details

Interested individuals are requested to submit CV including a cover letter and contact details of two references (No other supporting documents are required at this stage) no later than **14th June 2023, 5PM (Bangkok Time)**. These should all be submitted to EHSSG's Human Resources Team:

Email to: infor@ehssg.org and hr@ehssg.org

Contact Information Details:

Admin/HR Officer

Office Ph: (+66) 097 981 8454

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