

Internship – Finance Position Description

1. Organisation Overview

Myanmar Alliance for Transparency and Accountability (MATA) is a civil society alliance that supports civil society actors to collaboratively advocate for transparency and accountability in all sectors across Myanmar. MATA's core focus areas are in natural resource governance and open government partnership. More than 500 civil society organizations, civil society networks and individuals from all states and regions of Myanmar are involved in MATA as members and partners.

Position:	Internship - Finance
Grade:	2
Location/s:	National Office, Yangon (1)
Reports to:	Finance and Administration Coordinator
Length of internship:	Between 1 month and one year

2. Position Summary

MATA provides internship opportunities for individuals who seek to learn about working for local civil society organisations. Internships are intended for individuals who do not yet have the required qualifications and are interested in learning through practical experience. Internships are designed to fit the interests of the individuals and the needs of the organisation.

This internship is located in the Finance team and aims to provide an introduction to finance operations in an NGO structure within a civil society organisation. Within the programme department you will be supporting the Finance and Administration Coordinator and Finance Assistants with data management and learning about general financial activities and administration operations. It is an excellent opportunity to gain an understanding of NGO based financial accounting.

3. Main Roles and Responsibilities

3.1 Payment and Financial Accounts

- Assist the Finance Assistants to check all requests for payments, advances, replenishments to ensure completeness, accuracy and reasonableness of receipts and other supporting documents;

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- Assist the Finance Assistants to review sub-grant budgets and financial reports to ensure completeness, accuracy and reasonableness of receipts and other supporting documents;
 - Assist the Finance Assistants to Enter all payment transactions in the MATA accounting system (currently MS Excel, implementing Quickbooks in the future);
 - Maintain documentation for bank accounts and make cash withdrawals, deposits and currency exchange transactions and process bank transfers to suppliers and others as needed; and
 - Perform any other related work as required.

3.2 Administration

- Assist the Administration Assistant to maintain regular filing and management of administration related documents and records; and
- Carry out any other tasks as assigned.

3.3 Expected Qualifications and Experience

- Have or in process of obtaining a Bachelor's degree in a relevant field;
- Interest in the work of civil society organisations, particularly in the area of transparency and accountability;
- Proficiency in using computers, with competency in Microsoft Office including Excel and PowerPoint. Database knowledge desirable;
- Ability to communicate to working standard of English and fluent in Myanmar;
- Ability to work in a team and to take initiative;
- Hard-working, honest, respectful, flexible and open; and
- Passion for justice in the natural resources governance.