



Myint & Associates Co., Ltd.

Vantage Tower, No. 623, Pyay Road, Kamayut Township, Yangon.

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JOB VACANCY

Jr. Accountant – Management Accounting

Date: 26 November 2019

Myint & Associates Co., Ltd. (M&AS) is the first privately owned Myanmar Company to conduct businesses as a Service Provider in the Oil & Gas Industry of the country since 1989. Since its establishment, the company has proven itself not only as the Leading Service Provider, but also as a Specialist Service Contractor for a broad range of services, specifically tailored to meet the requirements of international oil companies and their main contractors operating in Myanmar. Myint & Associates Co., Ltd. (M&AS) is seeking applications from dynamic and highly motivated candidate for the following post:

Job Title : Jr. Accountant – Management Accounting
Department : Finance
No. of Position : 1

Job Summary

Assist [Senior Accountant] in all Job Functions

Job Description

- Assist Finance Team in all Job Functions.
- Assist with Various Aspects of Management Accounting, Reporting and Analysis:
 - Preparation of Financial Models
 - Historical Trend Analysis and Explanations
 - Budgets, Forecasts and Projections
 - Sensitivity and Scenario Analysis
 - Preparation of Management Report Analysis and Explanations
 - Trend analysis on P&L, Balance Sheet, and Cash Flow Items
 - Budget / Forecast vs. Actual Reporting and explanation of differences
 - Highlighting unusual trends and outcomes for discussion with Company Accountants and Operational Management

- Maintenance of Strong Financial Modeling Controls including:
 - Documentation of model preparation / use
 - Version control of financial models
 - Logical checks / warning in financial models
 - Consistency checks with other financial information
- Input / Assumption Management through Appropriate Management sign-offs
- Support in preparation of presentations using Financial Modeling & Analysis
- Collation and Input of explanations to Management Presentations
- Participation in / note-taking / action item capture in Management Discussions on Financial Analysis

Minimum Required Knowledge & Experience

Education / Experience

- Minimum 2 Years' experience with University Degree in Finance/Accounting
- Accounting experience
- Preferably in process of completing CPA / Chartered Accountancy / Financial Analyst or similar training

Other Qualifications

- Good Computer skills
- Good English language skills for communication with Management.
- Highly proficient with MS Excel

Periodically, the employee may be expected to perform assigned duties and tasks not covered in this job description as well as to provide support to other departments when necessary.

Candidates who meet the respective requirements should send their applications, describing details of qualifications & work experience to-date with contact phone numbers and mailing address, attached with copy of educational / professional certificates, copy of Labour Registration Card, National Registration Card, Census copy and original of Testimonial from Police Station to above address by 10th December 2019.

Please note that only shortlisted candidates will be contacted.