

Finance Division

Position: Project Management Associate

Job Description:

- Document end-to-end Standard Operating Procedures (SOPs) for accounting entries of every product
- Ensure all financial workflows comply with internal controls.
- Act as Finance primary representative in product development meetings with Cross-Functional departments
- Ensure that when a new product is launched, the Finance team's requirements for reporting and reconciliation are integrated from day one.
- Involve and prepare documentation Finance UAT for system upgrades or new product modules.
- Identify, document, and track the testing phase until resolution.
- Create training manuals for the Finance Operations team to ensure smooth day-to-day execution of new processes.
- Follow up plan on going projects and process (Finance team and cross functional team)

Requirements:

- Bachelor's degree in accounting, Finance, or Business Administration. A minor or certification in Information Systems (MIS) is a huge plus.
- 2–4 years of experience in Internal Audit, Financial Operations, or Project Management within a FinTech, Banking, or high-growth corporate environment.
- Proficient in English and Myanmar (verbal and written)
- Excellent communication and interpersonal skills