



**Job Title:** Finance Assistant

**Location:** Remote

**Department:** Finance Department

**Reports To:** Finance Officer

**Employment Type:** Full-time

## About Us

ThitsaWorks Solutions Myanmar Co., Ltd. is a financial technology company that drives financial equity and inclusion for the unbanked and underbanked in developing economies through strategic partnerships with financial institutions. Our focus on digital transformation in payment, credit analytics, core banking systems, and embedded finance enhances performance, expands client reach, and improves operational efficiency.

We are passionate about leveraging data and technology to address business and social challenges. Join us in driving financial inclusion and making a meaningful impact.

## Job Summary

As a Finance Assistant at ThitsaWorks, you will support day-to-day financial operations including expense processing, invoicing, and document management. You will assist with audits, liaise with external partners, and help ensure accurate and timely financial reporting to support the company's mission of financial inclusion.

## Key Responsibilities

- Process expenses and handle accruals, advances, and prepayments.
- Maintain accounting-related documents.
- Handle accounts receivable, issue invoices, and manage payment collections and transfers.
- Complete assigned accounting tasks within deadlines.
- Assist with audit processes and financial data management.
- Liaise with tax consultants, bankers, lawyers, and relevant government agencies as needed.
- Perform other ad hoc duties as assigned or required.

## Qualifications:

### Required:

- Bachelor's degree in a relevant field
- Certificate or Diploma in Accounting (LCCI Level 3)
- Good understanding of accounting and financial reporting principles and practices
- Strong written and verbal communication skills in both Myanmar and English
- Proficient in Microsoft Office (Word, Excel, and PowerPoint)
- Ability to communicate effectively with customers and suppliers
- Strong time management skills, with the ability to work under pressure and meet deadlines



### What we offer

- Competitive salary and benefits package.
- Opportunities for professional growth and development.

### How to Apply

Qualified candidates who are independent and team-oriented are invited to submit an updated CV and a cover letter to [recruitment@thitsaworks.com](mailto:recruitment@thitsaworks.com) no later than **14 June 2025**.