

FINANCE & OPERATIONS MANAGER - JOB VACANCY

ABOUT THE BRITISH CHAMBER OF COMMERCE MYANMAR

The British Chamber of Commerce Myanmar (BCCM) is a not-for-profit business association established in 2014 to support responsible businesses and promote trade and investment opportunities between the UK and Myanmar.

Accredited by the British Chambers of Commerce (UK), we represent over 220 member companies and provide advocacy, networking, training and business support services for the Myanmar and international business community.

Role Purpose:

The Finance and Operations Manager oversees the financial and administrative operations of the British Chamber of Commerce Myanmar. This role is crucial for ensuring the organisation's financial health and operational efficiency.

Key Responsibilities:

Finance:

- **Financial Planning and Analysis:** Develop and manage annual budgets, forecasts, and financial plans. Develop financial policies and procedures to maintain and strengthen internal control.
- **Accounting:** Oversee all day to day accounting functions, including cashbook, accounts payable, accounts receivable, payroll, and fixed assets. Ensure compliance with local and international accounting standards.
- **Financial Reporting:** Prepare monthly, quarterly, and annual financial statements. Conduct variance analysis and provide insights on financial performance. Provide regular financial reports to the CEO and Board of Directors.
- **Audit and Compliance:** Coordinate annual audits and ensure compliance with all regulatory requirements. Maintain accurate and up-to-date financial records.
- **Cash Flow Management:** Monitor and manage cash flow to ensure the organisation has adequate liquidity to meet its obligations.
- **Cash & Bank Management:** Maintain and manage cash, bank accounts, and other financial assets. Monitor daily balances to ensure sufficient funds for operations and perform monthly reconciliations.

Operations:

- **Office Management:** Ensure the smooth running of the office, including facilities management, procurement, and maintenance of office equipment and supplies.
- **HR Administration:** Manage HR functions such as recruitment, onboarding, employee records, staff management and payroll processing. Ensure compliance with labour laws and internal policies. Create a high-performance culture by collaborating with management and employees to establish a positive work environment.
- **Policy Development:** Develop and implement administrative policies and procedures to improve operational efficiency.
- **IT Management:** Oversee IT infrastructure and ensure data security and efficient operation of all IT systems.

- **Company Registration & Licenses:** Oversee the renewal and maintenance of the Chamber's company registration with the Directorate of Investment and Company Administration (DICA) and other regulatory bodies. Ensure compliance with local regulations, including Commercial Tax License.
- **AGM Election Process:** Manage and oversee the annual general meeting (AGM) election process, ensuring compliance with internal protocols.
- **Board of Directors (BOD) Meeting Support:** Provide administrative support and secretariat services for monthly BOD meetings, including scheduling, preparing meeting agenda and materials, recording minutes, and ensuring follow-up on action items.
- **Membership, Events, Trade & Business Services & British Club:** Support the financial requirements of Membership, Events, Trade & Business Services, and the British Club, including renewals, invoicing, and member communications. Contribute to the development of proposals, projects and events with regards to budgeting in cooperation with the BCCM team.
- **Record Keeping:** Maintain organisation records in an organised and readily available fashion for archive, examination and audit purposes.

Education & Professional Qualifications:

- Bachelor's degree in Finance, Accounting, or Business Administration is an advantage.
- LCCI Level 3 Diploma is required.
- Minimum 5 years of experience in finance and administration, including budgeting, accounting, and financial reporting.
- Substantial experience in budget preparation, expense analysis, and accounting functions.
- Experience in office administration and HR administration.
- Proficiency in Microsoft Excel, Word, and PowerPoint.
- Working knowledge of accounting systems (e.g. Xero) and CRM systems (e.g. Glue Up or similar systems) is preferred.
- Good English communication skills (written and spoken).

Personal Qualities:

- High level of integrity, accuracy, and confidentiality.
- Strong ability to manage multiple functions (Finance, HR, Administration and Operations).
- Ability to work closely with internal teams and external stakeholders (Board of Directors, auditors, banks, service providers).
- Excellent analytical, planning, monitoring, and organisational skills.
- Demonstrates ethical conduct, professionalism, and sound judgment.
- Proactive, resourceful, solution-oriented, and able to work collaboratively demonstrating teamwork.
- Must be able to carry out responsibilities independently with minimal technical support.

Why Join Us:

- Be part of a respected international Chamber driving business impact in Myanmar.
- Work in a dynamic and supportive team environment.
- Competitive salary and professional development opportunities.

Application Process:

Interested candidates should submit a **Cover Letter, CV, and two (2) references, including a reference from the most recent employer** to info@britishchambermyanmar.com by **17:00 (Myanmar time), Tuesday 3 February 2026**.

Applications that do not include all required documents will not be considered. Only shortlisted candidates will be contacted for interviews. BCCM is an equal opportunity employer. We welcome applications from all qualified candidates regardless of gender, ethnicity, or background.