



JOB ANNOUNCEMENT
Administrative Appointment: Accountant

Kachinland School of Arts and Sciences (KSAS)

The Kachinland School of Arts & Sciences (KSAS) of Humanity Institute is a knowledge enterprise that inspires and incubates young leaders to mould the future of Kachinland by providing quality tertiary level education and by building the ecosystem of learning. The School is moving forward to realise the vision to establish the University of Kachinland by 2024 by cultivating excellence in teaching, research, and service.

Job Summary

KSAS is currently seeking an Accountant with a thorough knowledge and understanding of professional accounting principles, theories, practices and terminology. This position is classified as a regular full-time permanent position within the School Management Office. The Accountant will be responsible for bookkeeping; liaising between HI finance team and KSAS; reconciling the budget; and financial reporting on monthly and project basis. Accountant will work closely with both Administration and Programme teams. Accountant will work under the direction and supervision of the Director.

Minimum Requirements:

- Bachelor's Degree or equivalent degree/diploma in the accounting field with a minimum of 1 year of combined work experience.
- Computer literacy in MS Word, Advanced Excel spreadsheets and other accounting programs.
- Must be highly skilled in dealing with financial and numeric data.
- Flexible, able to work under pressure, innovative, and a team player.
- Demonstrated ability to work independently and collaboratively.
- Excellent interpersonal skills to effectively communicate with non-accounting personnel and to explain requirements, practices, policies, and potentials.
- Strong work ethics and ability to work outside regular office hours as needed to accomplish tasks, provide support and staff development, and meet with other constituents.
- Basic written and oral English, and comprehensive one or two Kachin languages proficiency are required.

Salary and Benefits:

Competitive local salary commensurate with experience; and related travel costs for field trips. Food, Transportation, and Communication Allowance as well as Sick Leave provided.

Application:

Position is open until filled. Job applicants should submit a cover letter (include expected salary), Curriculum Vitae, and TWO reference letters to:

Ms. Lama Ja Hkawng

Associate Administrator

Kachinland School of Arts and Sciences

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