



## TURQUOISE MOUNTAIN

### TURQUOISE MOUNTAIN, MYANMAR IS LOOKING FOR A

#### FINANCE AND LOGISTICS OFFICER

Turquoise Mountain is a non-profit, non-governmental organization which works to restore historic areas and traditional crafts as a source of jobs, skills and a renewed sense of pride and identity. It has been successfully working in Myanmar for over a year and a half and completed its first building renovation project in Yangon's historic Downtown in April. It has also successfully launched a project to preserve and promote Myanmar's rich craft industry.

**Job title:** Finance and Logistics Officer

**Reporting to:** Director - Myanmar

**Direct reports:** N/A

**Contract/Hours:** The role is full time at 37.5 hours per week over 5 days per week between 9 and 5.30. Occasional out of office hours may be required.

**Salary:** Dependant on experience

**Location:** Yangon (Office in Downtown Yangon)

#### **Main Function**

To run the financial systems for Turquoise Mountain Myanmar and support the office with general logistics and office management.

#### **Key responsibilities**

##### **Financial**

- Work with the Myanmar Director and the Turquoise Mountain (TM) Finance Manager remotely in the UK to run the finances for Turquoise Mountain Myanmar.
- Ensure that all transactions are recorded (using the accounting software Quickbooks) and that the financial records reflect the true and fair position of the organization in Myanmar
- Responsible for managing the TM Myanmar bank account, including withdrawing and depositing money
- Responsible for payroll
- Prepare monthly bank reconciliations
- Responsible for cash management including maintaining currency petty cash and weekly/monthly reconciliations including regular cash counts
- Record daily transactions in an approved Excel template
- Prepare monthly account reconciliations (receivables, payables and payrolls)
- Review all support documents (receipts, invoices, and contracts) at the time of payment.
- Responsible for complete filling system of all finance information
- Facilitate monthly accounts closure for TM Myanmar
- Ensure Finance and Admin policies are followed in the country
- Responsible for stock recording, reconciliation and stock checks as required
- Assist with any internal/external audit as required



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### Operations

- Support the Director in their daily work
- Lead on the procurement of day to day items required by TM Myanmar
- Set up meetings and manage diaries
- Manage the TM office

It is the nature of the work of TM that tasks and responsibilities are, in many circumstances unpredictable and varied. All staff are expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically referenced in the job description.

### Person Specification

- Accountancy qualification / experience
- General logistics experience
- Fluent Burmese and English with good written English
- Good communicator and team player
- Good working knowledge of accountancy software
- Good working knowledge of the Microsoft Office package including Excel
- Good local knowledge

**How to apply :** Please send CVs and a covering letter by email **no later than Friday 8<sup>th</sup> July** to:-

Harry Wardill

Director – Myanmar

Turquoise Mountain

[harry@turquoisemountain.org](mailto:harry@turquoisemountain.org)

Tel. 09979 786 575

### Background

*Turquoise Mountain was founded in 2006 by HRH Prince Charles to: regenerate historic areas and traditional crafts, to create jobs, skills and a renewed sense of pride.*

Turquoise Mountain has been working in Myanmar since 2014 and works on two fronts: in preservation of historic buildings and areas in Yangon's historic Downtown, and in the preservation of traditional crafts. Turquoise Mountain works in partnership with the Yangon Heritage Trust and Daw Aung San Suu Kyi's 'Suu Foundation', as well as government and communities.

### The Craft Project

The project aims to:

- **Preserve** culture and traditions within traditional crafts in danger of becoming lost forever
- **Educate, train and build livelihoods** for craftspeople
- **Promote** Myanmar's rich craft traditions on a domestic and international stage as a driver for economic growth and a point of national pride
- **Source** materials in a responsible way



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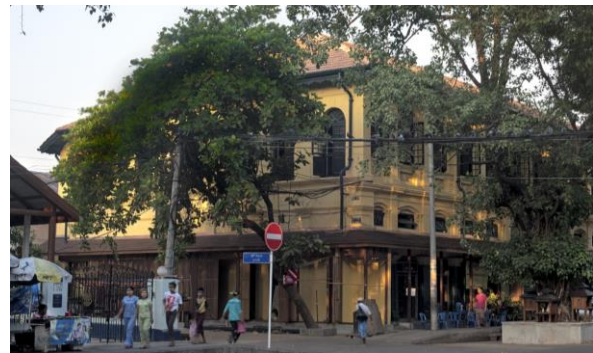
Myanmar has a rich history in traditional crafts, but it is a sector on the decline and is in danger of being lost forever without much needed development and investment. The jewellery project has been the initial focus for the Turquoise Mountain / Suu Foundation partnership and an exciting and impactful place to start. The partnership is currently expanding across other traditional Myanmar crafts such as textiles, woodwork and lacquerware, and the methods developed, connections made and lessons learnt from jewellery will provide the perfect base for the other crafts.

### **Heritage-Led Regeneration – the Merchant Street Project**

Turquoise Mountain partnered with the Yangon Heritage Trust and the Prince's Foundation for Building Community to deliver an exemplar building conservation project in the historic Downtown of Yangon. 491-501 Merchant Street embodies so many of the qualities and challenges of properties in the Downtown; it is a prominently placed elegant colonial building with grand internal spaces and vibrant street life surrounding it, but is in a very poor state, and littered with unsympathetic additions.



*Before*



*After*

A comprehensive programme of vocational training in traditional construction skills - from decorative lime plasterwork to survey of historic buildings - was run in parallel with the renovation project, with over 250 people trained. An exhibition entitled 'Living Restorations' which tells the story of the project is housed within the building, with a rich programme of events engaging thousands of people. The project has already served as an effective demonstration, securing significant local and





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international press, engaging a range of stakeholders from governmental decision makers to members of the public.

### **The Future**

Turquoise Mountain aims to lead the high end of the Myanmar craft industry, and work with hundreds of artisans across the country. It will expand across other traditional Myanmar crafts including textiles, woodwork and lacquerware, focusing on a responsible Myanmar Made product from 'mine to market'. These crafts will be showcased in the downtown regeneration projects.

In the historic downtown of Yangon, Turquoise Mountain will take on a landmark regeneration project in partnership with the Yangon Heritage Trust. This will not only save a historic building, but train a workforce of hundreds of qualified conservation specialists across the building industry, lead the historic downtown toward environmental and financial sustainability, and bring cultural life within it which will engage the public and spur wider regeneration beyond its four walls.