



Early Dawn Microfinance Company Limited (“DAWN”) is a regulated microfinance institution that currently serves over 270,000 clients in 62 branches in Myanmar. It is a fast growing Institution with over 800 employees, with plans to expand to new regions, to serve additional segments of clients, with new and better products and services, to introduce innovations based on technology, and with an obvious need for additional departments and positions (www.dawn.com.mm). DAWN is registered under the Ministry of Planning and Finance, and was granted a license by the Financial Regulatory Department to provide financial services to low-income clients as well as to small and medium businesses.

(FOR National ONLY)

JOB PROFILE

Job Title	: Teller
Location	: Head Office, Shwe Pyi Thar, Mingalartaung Nyunt, Pyawbwe, Thanetpin, Kawa
Number of Position	: 6
Type of Contract	: Open
Reports to	: Finance Assistant
JOB PURPOSE <p>The incumbent of the position is responsible for handling all cash transactions of branches. S/he will also be responsible for Cross-selling DAWN products by answering inquiries; informing customers of new services and product promotions; ascertaining customers' needs; directing customers to a branch representative and answering questions in person or on telephone; referring to other bank services.</p>	
Key responsibilities: <ul style="list-style-type: none">• Welcomes clients at the Branch Office and, if needed, introduces them to the most relevant person/Finance Assistant.• Carries out all cash related transactions (deposits, withdrawals, etc.)• Ensures the alignment of all cash transactions• Ensures precisely and correctly payment/receipt calculations.• Checks and verifies cash voucher with necessary supporting documents.• Registers all cash transactions• Orders and maintains cash supplies for the branch requirement and ensures timely execution of the cash transaction; and displays the cash position in a due manner.• Transfer of cash to/from Dawn as per requirement.• Establish and maintain good and clear working relationships with other team members.• Ensure full compliance with the relevant/prevaling DAWN policies / procedures; and full alignment with the audit recommendations.• Any other identical task assigned by the respective supervisor	

PERSON SPECIFICATIONS

- University graduate, preferably in finance and accounting or related field
- Minimum one year working experience in Finance and accounting
- Good communication, monitoring and planning skills
- Computer proficiency in word processing and spreadsheet
- Excellent communication skills in local and English language
- Commitment to and understanding of aims, values and principles

To Apply

Interested and qualified candidates are requested to send an Application Letter, Curriculum Vitae to: **jobs@dawn.com.mm** (or) **HR Department Phone No- 09 457750916 (Viber/Telegram)** No.587, 3rd Floor, The Regency Offices, Pyay Road, 2nd Ward, Kamaryut Township, Yangon **not later than 5PM. 29th, April, 2024 (Monday).**

Note: Candidates are also requested to mention in the applications if there is, blood/marriage relationships with the existing DAWN employees and please identify two reference persons. No requirement of photo or copy of certificates and only short-listed candidates will be contacted.