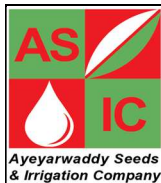


Job Description

Position Title (ရာထူး)	<ul style="list-style-type: none">Junior Accountant
Department (ဌာန)	<ul style="list-style-type: none">Finance & Account
Business Unit	<ul style="list-style-type: none">Ayeyarwaddy Seeds & Irrigation Co., Ltd (ASIC)
Reporting to (အထက်အရာရှိ)	<ul style="list-style-type: none">Senior Accountant & Assistant Chief Account
Workplace	<ul style="list-style-type: none">8 Mile Business Center, Kyaikwine Pagoda Road, Mayangone Township, Yangon.

Job Summary (အလုပ်တာဝန်အကျဉ်းချုပ်)
<ul style="list-style-type: none">The Junior Accountant will support daily accounting operations, including data entry, payment processing, and financial record maintenance. This role is crucial for ensuring accurate bookkeeping, inventory coordination with the warehouse team, and compliance with company policies. The position is ideal for candidates who are detail-oriented, eager to learn, and interested in the agricultural or trading sector.

Core Responsibilities (အဓိကအလုပ်တာဝန်များ)
<ul style="list-style-type: none">Record daily accounting transactions (sales, purchases, payments, receipts) accurately and on time.Assist with accounts receivable and accounts payable tracking.Perform bank reconciliations and petty cash handling.Help prepare monthly financial reports and documentation for audits.Support tax documentation (e.g., commercial tax, withholding tax) and government reporting.Coordinate with procurement and warehouse teams to reconcile inventory and purchase records.Assist senior accountants with data entry, filing, and document preparation.Ensure all financial documents are properly organized and archived.
Education, Professional Qualifications & Key Skills Required
<ul style="list-style-type: none">Bachelor's degree in Accounting, Finance, or a related field.1–2 years of experience in an accounting or bookkeeping role (fresh graduates with strong internship experience may also apply).



Job Description

- Basic understanding of accounting principles and financial reporting.
- Proficient in Microsoft Excel and familiar with accounting software (SAP).

Other important criteria

- Good attention to detail and time management.
- Strong willingness to learn and ability to work under supervision.

ABOUT ASIC

Ayeyarwaddy Seeds is part of the Myanma Awba group and is the leading seed business in Myanmar. ASIC offers a diverse range of crops with the best available genetics and a portfolio which includes Corn, Vegetables, Sunflowers, Pulses, Oilseeds, and other field crops. Seeds are selected from the best available international varieties and are then tested selected for their suitability to Myanmar conditions.

ASIC is built on a strong culture of teamwork which ensures everybody can give of their best and works in an environment of constant improvement and better outcomes. Our mission is to provide quality seeds of the best possible varieties to help drive the success of Myanmar Farmers.