



Job Announcement

Finance Officer – One Post Yangon

The Lutheran World Federation (LWF) Myanmar is an international non-government organization serving the people of Myanmar since 2008 after Cyclone Nargis. Currently LWF is facilitating rights-based empowerment process in 34 villages of Mindat and 20 villages in Matupi Township, Chin State, 29 villages of Kyarinnseikgyi, Pharpun and Hlainbwe Townships in Kayin State and 21 villages in Ann Township, Rakhine State. 36 Women Groups in Pyapon, Dedaye and Twantay Townships are also being supported and accompanied technically for sustainability. LWF is also assisting the IDPs, host communities and nearby villages of Sittwe, Mrauk U, Ponna Kyun and Pauktaw Township in Rakhine State to improve children's access to education. LWF also works with Camp Management Committees (CMC) of 8 camps in Sittwe and Pauktaw Townships. Mainstreaming community based psychosocial support; gender; environment; fire-safety and protection are integral part of the program.

The working approach of LWF is Rights Based Empowerment and Integrated Programmatic Approaches. Livelihoods, Quality Services, Protection and Social Cohesion and Systems and Practices for Quality Programming are four main components of LWF Myanmar. The strategic objectives of LWF are Communities have increased access to livelihoods and income generating opportunities, Communities have improved access to quality basic services (including basic infrastructures: roads, water, sanitation, electricity; education and healthcare) through their active engagement and Right holders, especially women, are empowered in managing their individual, household and village development through accessing their rights and entitlements. Its values and principles such as Dignity, Human Rights and Justice, Compassion and Commitment, Inclusion and Diversity, Meaningful Participation, Transparency and Accountability, Humanitarian Principles, Gender Justice and Climate Change guide the work.

LWF Myanmar is dedicated to promoting children's rights and ensuring that their welfare and physical security are recognized, safeguarded and protected in accordance to UNCRC; and international, regional and national standards. LWF Myanmar commits itself to creating and maintaining an environment which promotes its core values and prevent children from physical abuse, neglect, emotional abuse and sexual abuse. Employees are expected to adhere to LWF Child Protection Policy and safeguard children and Protection, Sexual Exploitation and Abuse (PSEA).

Job Summary

The Finance Officer (FO) will be responsible for assisting the Finance Coordinator (FC) to effectively and efficiently manage the financial matters of the LWF Myanmar program, making sure operations are in line with LWF policies and procedures including financial control and bookkeeping, internal audit, fund allocation, reconcile assets and liabilities, and financial reporting. The FO will also assist the FC in strengthening LWF Myanmar's financial management function in line with the organization's overall strategic goals and objectives. The FO will ensure consistency and coherence in the use and dissemination of information, through the application of international professional financial standards and to enhance institutional knowledge management through proper financial systems and documentation and sharing amongst LWF Myanmar staff, implementation partners, etc., as appropriate.

The FO is based in Yangon, but is required to undertake regular visits to the project areas. The FO is responsible to the FC and works under the supervision and guidance of the FC in close cooperation with other relevant staff from all units.

The FO also responsible to manage the BftW projects as reporting, cash flow and fund raising, dealing with donor as well as auditor.

Major Responsibilities

1. Financial Management

1.1 Overall management of the implementation and control of financial matters and to make sure all are in line with LWF procedures and guidelines

- Ensure compliance with all LWF policies and manuals: Finance, Procurement, Sage, Personnel, etc., and specific donor requirements.

- Implement and enhance the internal control systems to ensure sound allocation of scarce resources.
- Ensure accurate and up to date accounting.
- Ensure strict compliance with set reporting deadlines.
- Assist in the preparation of cash flows, working budgets / budget proposals for program, donors, headquarters, etc.
- Supervise and provide support to AFOs in Yangon and field office finance units for all finance related matters.
- Participate actively in the Management Team, when required.
- Ensure compliance with all local laws and regulations.
- Ensure all staff fully understands financial reports relevant to them.
- Deal with LWF banks, house members, auditors, etc., when requested.
- Ensure reconciliations for bank, receivables, prepayments, accrual, etc., are prepared monthly.
- Review staff salary preparation and payment and compile salary records.
- Monitor budget variances and institute remedial action if required.

2. Reporting

2.1 All reports are accurate and timely

- Develop and produce timely financial reports for management, LWF Geneva, donors, auditors, internal reporting, government/local authorities, etc.
- Ensure a system of feedback on reports from all staff is instituted.

3. Accounting

3.1 Manage the Sage accounting system to keep Management fully inform

- Maintain books of accounts using the Sage financial accounting software.
- Assist in preparing the project Chart of Accounts that is consistent with LWF guidelines and project document log frames.
- Develop and produce timely financial reports for management and other parties.
- Ready to provide accurate and up to date financial information as called upon.

4. Individual projects

- Conversant with and maintain copies of all project documents and project budgets.
- Knowledge of and adherence to reporting requirements of donors.
- Maintain finance files for each Project, including pledges, income, reporting and audit deadlines, formats, communications, specific donor requirements, etc.

5. Internal Control

- Receive and review all payment requests for appropriateness and correctness. Ensure all supporting documentation comply with procedures as per LWF financial, documentation, and procurement guidelines and as per specific donor requirements. Ensure account codes are correct.
- Ensure compliance with tax rules and regulations.
- Regular verify of the petty cash.
- Monitor bank balances on a regular basis and ensure funds are sufficient to cover all program activities during the month.
- Check and approve Payment Vouchers ensuring final approval from the Finance Coordinator / Regional Representative / Program Coordinator / Officer in Charge.
- Assist in the internal and external audits of all grants.
- Follow up on timely settlement of all advances: salary / travel / work / etc.
- Advise on policies, systems and procedures to improve the efficiency, effectiveness, and internal control / quality assurance of the Finance unit.
- Perform monitoring visits to the field at times agreed with the FC.

6. Networking with Headquarter

- Regularly review the Geneva Current Account on MaRS and record the charges as necessary.
- Reconcile the Geneva Current Account on a monthly basis.

- Understand and comply with all Geneva queries and requirements.

7. Manuals

- Awareness of the contents of and adherence to all LWF Manuals, Policies, Regulations, etc.:
- Provide input in the development of local manuals and forms for finance and procurement.

8. Others

- Accept special assignments to investigate issues, resolve problems, collect information, prepare reports and undertake liaison work and similar tasks.
- Fulfil any other duties as may be assigned by the FC or his/her designate.

9. Level of Responsibility and Authority

This position is classified at Grade 5 in the LWF Myanmar salary scale. The Finance Officer performs independent and objective assessments to provide assurance that the organization's processes of risk, governance structures and internal control systems are properly designed and are operating effectively.

10. Qualifications and Experience

- Formal qualification of Bachelor in Economic Science or Accounting
- Good interpersonal relations with people within and outside the organization.
- Team spirit and attitude of service
- Knowledge of Accounting Standards, Generally Accepted Accounting Principles, Auditing Techniques and procedures
- Relevant Bachelor Degree with 4 years experiences in financial management
- Relevant Master Degree with 3 years experiences in financial management

11. Key Competencies:

- Excellent working knowledge of MS Office and ability to use Sage accounting software
- Experience in risk management
- Strong analytical and problem solving skills
- High degree of integrity and dependability
- Proven ability to work independently
- Commitment to continuous learning
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to work in sensitive environments with respect for diversity

LWF Myanmar has immediate vacancy for this position. Therefore, Myanmar citizens fulfilling the above requirements are requested to submit an application letter; full CV; copy of NRC; a recent photo; name and contact details of 3 references (one reference must be from current employer); your email and / or telephone number and address. Applications not containing these documents will not be shortlisted.

Lutheran World Federation is an equal opportunity organization, and qualified women are encouraged to apply. For detailed information of LWF Myanmar Program, please visit <https://myanmar.lutheranworld.org>

Applications can be submitted via email hr.lwf.mm@gmail.com or at any one of the following Lutheran World Federation Myanmar offices.

1) LWF- Yangon Office

No.11, Kan Street, (6) Ward, Hlaing Township, Yangon.

2) LWF– Sittwe Office

House No.278,Thit Sar Street, North San Pya Ward, Pyi Taw Tar Quarter, Sittwe, Rakhine State, Myanmar

3) LWF – Chin Office

No.552, Tha Khin Aung Min Street, West Ward, Mindat Township.

4) LWF – Kayin Office

No. 6/833, Corner of Sein Si Mya Street and Hpa Yar Street, 6 Ward, Hpa An Tsp.

5) LWF– Ann Office
No. (16), Yadanar Street, 5 Ward, Ann Township.

Lutheran World Federation is an equal opportunity organization, and qualified women are especially encouraged to apply.

For detailed information of LWF Myanmar Program, please visit <https://myanmar.lutheranworld.org/>

Note: Only shortlisted candidates will be contacted for written test and interview. The shortlisted candidates have to bring the updated education certificates for interview.

Application Deadline: 8th March 2019; 5:00 pm