

Job Announcement

Assistant 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 50 villages of Bogalay, Dedaye, Pyapon, and Twantay Townships of Ayeyarwady and Yangon Region; 36 villages of Mindat and 20 villages in Matupi Township, Chin State and 32 villages of Kyarinnseikgyi, Pharpun and Hlainbwe Townships in Kayin State. LWF is assisting the IDPs, host communities and nearby villages of Sittwe, Mrauk U and Pauktaw Township in Rakhine State to improve children's access to education. LWF also works with Camp Management Committees (CMC) of 11 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, Working with the Government Structures and Integrated. The strategic objectives of LWF are DRR, Emergency Preparedness and Response, Sustainable Livelihood, Community-led Action for Justice and Peace and Quality and Sustainable Practices and Programs. It's values such as Dignity and Justice, Inclusion and Participation, Respect for Diversity, Accountability and Transparency, Compassion and Commitment 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.

Area of Responsibilities

Job Summary:

The Assistant Finance Assistant (AFO) assist to the Finance Coordinator (FC) take primary responsible for the financial management of LWF Myanmar Program. He / She is also responsible to assist the Finance Coordinator for strengthening LWF Myanmar's financial management function in line with the organization's overall strategic goals, and objectives. The AFO is entrusted to ensure consistency and coherence in the use and dissemination of information, through the application of high professional financial standards and to enhance institutional knowledge management through proper financial systems and documentation and sharing amongst LWF Myanmar staff, implementing partners, as appropriate.

Major Responsibilities:

Yangon Financial Duties

- Prepare Bank Reconciliations as applicable
- Scan for finance documents
- Check and review of field offices cash book before import to ACCPAC
- Check and clear all staff advances. Follow up on all outstanding advances.
- Check salary and tax calculation before bank transfer
- Prepare invoices and distribute after checking supporting documents.
- Make reconciliation for receivable, prepayment, accrual, etc.
- Maintain systematically monthly staff time sheet and follow up
- Maintain systematically all bank statements
- Update staff provident fund monthly
- Maintain systematic archiving

Field Offices

- Provide support and monitoring for field offices. Check all financial documentation submitted by the field offices in a manner prescribed by the Finance Officer and/or Finance Coordinator.

- In conjunction with the Finance Coordinator, provide advice and assistance to the Field Office Finance Assistants and other field staff
- Visit field offices for regular monitoring visit as needed

ACCPAC (Fully Proficient)

- Obtain proficiency in the use of ACCPAC
- Prepare financial files for entry into ACCPAC.
- Importing of data into ACCPAC
- A general understanding of:
 - Formatting financial report.
 - Calculating the weighted average exchange rate
 - Preparation and entry to ACCPAC of monthly journal entries

Level of Responsibility and Authority:

This position is classified at Grade 4 in the LWF Myanmar salary scale. AFO works under the supervision of the FC to support the financial management of LWF Myanmar.

Qualifications and Experience:

- Experience: 2 years' experience in finance, accounting management and administration work if academic qualification is related to finance and accounting and 3 years' experience if the academic qualification is not related to finance and accounting.
- Willing to work as a team and open good relationship with internal and external of the organization.
- Team spirit and attitude of service.
- Good Communication skills.
- Good command in spoken and written English, respectively willingness to improve English ability.
- Computer literacy in Word, Excel, ACCPAC etc

Classification and authority

The position will be based in **Yangon** and with frequently travel to field offices.

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 and at any one of the following Lutheran World Federation Myanmar offices.

- 1) LWF- Yangon Office
No.44, 2nd Floor, Bishop's Home, Pyay Road, Dagon 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 Township, Kayin State.
- 5) LWF– Ann Office

No.65, Minglar Street, 3 Ward, Ann Township (New Town).

6) LWF – Mrauk U Office

No. 0089, Lat Kaut Zay Quarter, Lat Kaut Zay Tract, Myauk U Township, Rakhine State.

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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: 30th January 2018; 5:00 pm