



Job Announcement

Cashier – 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.

Job Summary

The Cashier will take the responsible for the LWF Myanmar Yangon Office cash payment, received, dealing with bank for assist to the Finance Officer (FO) take primary responsible for the financial cash management of LWF Myanmar Program. He / She is also responsible to assist the Finance Officer for strengthening LWF Myanmar's financial management function in line with the organization's overall strategic goals, and objectives. The Cashier 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 SAGE
- Check and clear all staff advances. Follow up on all outstanding advances
- Check all fund arrive in bank and make sure respective record
- Maintain systematically all bank statements
- Maintain systematic archiving
- Salary transfer to all staffs personal bank account after get the approval

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 Finance and other field staffs

- Visit field offices for regular monitoring visit as needed

ACCPAC

- Obtain proficiency in the use of ACCPAC
- Learn how to entry the financial information to SAGE.
- A general understanding of:
 - Formatting financial report.
 - Calculating the weighted average exchange rate
 - Preparation and entry to SAGE of monthly journal entries

Level of Responsibility and Authority:

This position is classified at Grade 3 in the LWF Myanmar salary scale. Cashier works under the supervision of the FO and / or FC to support the financial cash management of LWF Myanmar.

Qualifications and Experience:

- Formal qualification in Economic Science or accounting (at least Bachelor degree).
- Willing to work as a team and open good relationship with internal and external of the organization.
- Team spirit and attitude of service.

Duty Station

The position will be based in Yangon .

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.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.

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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 and certificates documents and don't need to attach the in your application form.

Application Deadline: 17th July 2018; 5:00 pm