



## **Job Announcement**

### **Finance Officer - One Post**

### **Sittwe Township, Rakhine State**

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. Its 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 Finance Officer (FO) supervises all financial staff and is responsible to make sure operations are in line with LWF and donor policies and procedures. The FO will work to build staff capacity, coaching, and mentoring in the mentioned areas. The FO works closely with the team and is one of the members of the Project Management Team in Sittwe. Although directly supervised by the Rakhine Finance Coordinator, working in close coordination with the Finance Unit in Yangon is also an important part of the job.

#### **Major Responsibilities**

##### **Finance Management**

- Ensures the smooth professional day to day running of all project office financial services.
- Supervises Assistant Finance Officer, Finance Assistant
- Ensure compliance with all financial policies, procurement policies and procedures of LWF Myanmar and donors
- Ensure compliance with Government tax and other financial rules
- Prepare budgets for project activities, staff and non-staff support costs in close collaboration with project leaders
- Ensure the proper bookkeeping of financial transactions; receipts, expenses, advances and transfers.
- Ensure the preparation of the monthly bank reconciliation
- Coordinate with Yangon finance unit, prepare all project monthly reports and submit to the Finance Coordinator, Project Coordinator and Project Officers on time
- Ensure correct preparation of the rolling cash flow, monthly financial reports & forward to Yangon office
- Ensure that the cash and bank accounts are managed according policies and procedures, including weekly cash-counts
- Prepare other financial reports and documentation as required
- Ensure that financial documents are scanned and archived in CDs following LWF archiving guidelines, and a copy sent to Yangon finance on a monthly basis
- Ensure original financial documents are sent to Yangon finance unit monthly

- Ensure that staff advances are settled on a regular basis and according to procedures
- Ensure compliance with banking regulations
- Guide staff on the proper preparation of financial documents and supports
- Coordinate and provide clear information for external and internal rules and regulations

#### **Miscellaneous**

- Ensure timely follow-up of all required action and keep the supervisor well informed on related matters.
- Pay special attention and emphasis to compliance, documentation, improving systems as well as training, coaching, and mentoring of staff.
- Perform any other duties as assigned by the Supervisor or Project Coordinator/Officer-In-Charge as and when necessary.

#### **Classification, authority and responsibility**

The Finance Officer serves on the Project Management Team. They are both responsible for and accountable for the safety, security and proper management of all Project Funds as per policy.

#### **Qualification and Experience**

- Academic qualification: Bachelors Degree in related subject.
- Diploma: LCCI (III) or CAT or ACCA part I & II.
- Experience: 3 years' experience in finance, accounting, management and administration work in an LWF program

#### **Required Skills:**

- Good computer skills –MS Office, Excel, Power Point.
- Good command in spoken and written English and Myanmar
- Ability to work independently and has “can-do attitude”
- Understands cultural sensitivity and team work
- Knowledge of Sage ACCPAC and the use of Excel Cash books formatted for importing into Sage ACCPAC

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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](mailto: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: 15<sup>th</sup> November 2018; 5:00 pm