



The Lutheran World Federation Myanmar Program

JOB Announcement

Position title: Finance Coordinator
Responsibility level: Grade 6
Report to: Regional Finance and Admin Manager
Duty station: Yangon
No of Persons: One

Background

LWF proactively works with partners to address displacement, poverty, and injustice, including promotion of gender equality and climate resilience

The Lutheran World Federation (LWF) Myanmar is an international non-governmental organization serving the people of Myanmar since 2008. We are a rights-based humanitarian and development organization. Therefore, at the center of everything we do are the people involved in and affected by our work: internally displaced persons, returnees, host communities, the poor, and marginalized populations. LWF Myanmar engages with and supports duty bearers while empowering partner individuals, households, and community development organizations to claim their rights. Within the present LWF Myanmar Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and long-term development, building upon three interrelated programmatic areas: Livelihoods; Quality services; and Protection and social cohesion.

Job summary

The Finance Coordinator will be responsible for assisting the PF&AM to effectively and efficiently manage the financial matters of the LWF Myanmar program and to ensure that financial practices are in line of LWF policies including financial control and bookkeeping, internal audit, fund allocation, reconcile assets & liabilities and financial report.

The FC will be based in Yangon, but is required to undertake visits to the project areas as requested. The FC works in a team with other program coordination staff at the main office, Yangon and in the field offices.

Main responsibilities

Areas of responsibility	Performance expectations
General	<ul style="list-style-type: none"> Maintain an accurate knowledge of the program's overall financial position and awareness of cash flows, project implementation & 4000 allocations. Ability to institute remedial actions if required

	<ul style="list-style-type: none"> • Active participation in Executive management teams • Develop good communications and collaboration with Country Representative, Regional Finance and Admin Manager • Ensure compliance with all local laws and regulations • Ensure all staff fully understand financial reports relevant to them
Reporting	<ul style="list-style-type: none"> • Filing of monthly financial and narrative reports to Geneva • Develop and produce timely reports for management - Representative, EMT and Project Budget Holders and Field Offices • Circulation of timely and accurate monthly reports for management and Project Management Teams for review • Ensure system of feedback on reports from all staff is instituted • Monitoring of budget variances and instituting remedial action if required • Ensure required supporting schedules are accurately completed particularly in relation to the balance sheet
Cash Flow	<ul style="list-style-type: none"> • Preparation of rolling three monthly cash flow
Individual projects	<ul style="list-style-type: none"> • Conversant with and have copy of all project documents • Conversant with and have copy of all project budgets • Knowledge of and adherence to donors reporting requirements • Awareness of implementation period • Awareness of any special requirements (bank accounts, reporting currency etc)
Internal Controls	<ul style="list-style-type: none"> • Identify internal control weaknesses and institute improvements • Perform monitoring visits to the field at times agreed with the PFM
Geneva	<ul style="list-style-type: none"> • Answer in a timely manner all Geneva queries & requirements
Use of ACCPAC	<ul style="list-style-type: none"> • Format new reports (different currencies, expenditure by month etc) • Import/export transaction • Import/Export Budgets • Generation of reports for Geneva in required format • Preparation of all required Balance Sheet Reconciliations • Understanding of and ensuring adherence to the ACCPAC coding structure
Manuals	<p>Awareness of the contents of and adherence to the LWF Manuals:</p> <ul style="list-style-type: none"> • ACCPAC • Finance • Procurement • Admin and Operations • Input into the development of local manuals for finance, admin, personnel and procurement • Input into the development and revisions of the various manual

Other	<ul style="list-style-type: none">• Fulfil such other duties as the Supervisor may assign
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Level of Responsibility & Authority

This position is grade 6 and has to supervise the whole finance team in Yangon. This position is also member of LWF Myanmar Management Team.

Qualification and Experience

- **Academic qualification:** Bachelor's Degree or Master's Degree with finance and accounting
- **Diploma:** LCCI (III) or CAT or ACCA part I & II.
- **Experience:** 6 years' experience in finance, accounting management and administration work if academic qualification is bachelor degree with finance and accounting and 4 years' experience if academic qualification is master degree with finance and accounting

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

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 to hr.myanmar@lutheranworld.org 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 Township.

5) LWF– Ann Office

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

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: 24 February 2021; 5:00 pm