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The Lutheran World Federation Myanmar Program

JOB ANNOUNCEMENT

Position title: Finance Officer
Responsibility level: Grade 5
Report to: Finance and Admin Coordinator
Duty station: Sittwe
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) 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 centre 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 facilitates the people to practice inclusive decision-making and build effective local institutions. Through a rights-based empowerment process, LWF gives individuals, households, and self-reliance groups opportunity to gain skills and confidence to advocate with duty-bearers to claim their rights. Within the LWF Myanmar Strategy 2019-2024, our work spans the realms of humanitarian assistance, recovery, and integrated rural development, building upon four interrelated programmatic areas: Sustainable livelihoods; Access to quality services; Protection and social cohesion; and Systems and practices.

Job summary

The Finance Officer works under the supervisor of Finance and Admin Coordinator to effectively and efficiently manage financial matters to ensure operations are in line with LWF policies and procedure for Multi sectorial Consortium Humanitarian Project in Rakhine. The Finance Officer is based in Sittwe Office but is required to undertake visits to the project areas. The Finance Officer works in close cooperation with other relevant staff of the Rakhine Office and staff in Yangon as a team.

Main responsibilities

Responsibility	Performance expectations
Finance Management	<ul style="list-style-type: none">• Ensures the smooth professional day to day running of all project office financial services.• Ensure compliance with all financial policies, procurement policies and procedures of LWF Myanmar and donors.• Ensure compliance with Government tax, banking, and other financial rules.• Prepare budgets for project activities, staff and non-staff support costs in close collaboration with project leaders.• Support to revise the budgets accordingly with project Officers, Admin, and Finance Coordinator and Area Coordinator

	<ul style="list-style-type: none"> • Ensure the proper bookkeeping of financial transactions, receipts, expenses, advances, and transfers. • Ensure the preparation of the daily cash reconciliation and monthly bank reconciliation. • Coordinate with Yangon finance unit, prepare all project monthly reports and submit to the Finance and Admin Coordinator, Area Coordinator, Project Coordinators and Project Officers on time. • Ensure correct preparation of the rolling cash flow, review monthly financial reports & forward to Yangon office. • Ensure that the cash and bank accounts are managed according to policies and procedures, including daily cash-counts. • Prepare other financial reports and documentation as required. • Ensure that financial documents are scanned and upload on share point following LWF archiving guidelines, and a copy sent to Yangon finance on weekly 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. • Ensure external and internal Audit finding. • Check daily cash book report properly with detail documents. And send cash book report and scan documents biweekly basic
Grant Management	<ul style="list-style-type: none"> • Participate in review and analysis of the budget and provide necessary feedback and assist to Area Coordinator, Livelihood Project Coordinator and Finance and Admin Coordinator. • Support to Area Coordinator and Livelihood Project Coordinator for project budgets monitoring, budget revision, reprogramming and to complete cash flow as per LWF policy and procedure.
Accounting and Reporting	<ul style="list-style-type: none"> • Prepare the transfer of financial documents to Yangon HQ • Support Yangon HQ to prepare donor financial report. • Ensure that bank financial documents are scanned for archival, as required. • Ensure that all financial documents are filed systematically for archiving.
Staff Advance	<ul style="list-style-type: none"> • Prepare Staff Advance Report for Yangon HQ • Ensure that all staff settle their advances in time in accordance with procedures
Staff Supervision	<ul style="list-style-type: none"> • Supervises Assistant Finance Officers, Finance Assistants and Finance Clerk
Others	<ul style="list-style-type: none"> • Ensure timely follow-up of all required action and keep the supervisor well informed on related matters. • Perform any other duties as assigned by the supervisor or FAC or CCCM Coordinator or Area Coordinator/Officer-In-Charge as and when necessary.

Required qualifications and experience.

- University degree relevant with this position, ACCA is preferable.
- Minimum 2 years relevant experience 2 years' experience in finance, accounting management and administration work
- Demonstrated management skills including coordination and networking.

Required skills and competencies.

- Computer skills – MS Office: Word, Excel, Outlook, PowerPoint
- Able to communicate, read and write in English and Myanmar language.
- Strong organizational abilities with very strong attention to detail
- Willingness and ability to frequently travel to remote field sites.
- Respect for and ability to work with colleagues from other cultures, religions, socioeconomic status, and educational backgrounds.

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, persons with disabilities and diverse gender identities 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.

LWF- Yangon Office: No.11, Kan Street, (6) Ward, Hlaing Township, Yangon.

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: 20th February 2024; 5:00 pm (MMT)