



THE  
LUTHERAN  
WORLD  
FEDERATION  
World Service  
member of **actalliance**

## The Lutheran World Federation Myanmar Program

### JOB ANNOUNCEMENT

**Position title:** Assistant Finance Officer  
**Responsibility level:** Grade 4  
**Report to:** Finance Officer (FO)  
**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 and Lao PDR since 2012. 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, remote ethnic minorities, and marginalized populations. LWF engages with and supports duty-bearers while empowering partner individuals, households, and community development organizations to claim their rights and become more resilient. Within the LWF 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.

Publicity must explain how the rights-based empowerment process is implemented and how it facilitates individuals and communities to impart transformational and long-term changes in their lives. LWF's programming seeks to highlight the whole family and the equal role of women and men in decision-making processes. Publicity outputs highlight partnership among donors, Act Alliance members, duty-bearers, communities, and families for the betterment of humanity. Outputs are necessary for donor accountability, resource mobilization, advocacy, capacity building, giving community members a voice, and for demonstrating social engagement among disparate ethnic groups to advance peace building efforts.

#### Job summary

The Assistant Finance Officer (AFO) works under the direction of FO 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 AFO is based in Sittwe Office, but is required to undertake visits to the project areas. The AFO works in close cooperation with other relevant staff of the Rakhine Office and staff in Yangon as a team.

#### Main responsibilities

Responsibility	Performance expectations
<b>Finance Management</b> Overall management of the implementation and	<ul style="list-style-type: none"> <li>Assist the Finance Officer by ensuring that all financial policies, procurement policies and procedures of LWF Myanmar are followed</li> <li>Ensure proper documentation for all payment transactions</li> </ul>

control of financial matters and to make sure all are in line with LWF procedures and guidelines	<ul style="list-style-type: none"> <li>• Assist in the preparation of cash flow and budgets based on project document</li> <li>• Check cash flow requests against the work plan and arrange transfer of funds to the field</li> <li>• Bookkeeping of financial transactions; receipts, expenses, advances and transfers.</li> <li>• Assist the Finance Officer and Admin and Finance Coordinator (AFC) in certifying availability of funds for any proposal or fund request from staff</li> <li>• Prepare other financial reports and documentation as required</li> <li>• Ensure compliance with banking regulations</li> <li>• Provide guidance to staff to prepare appropriate financial documents</li> <li>• Assist the Finance Officer in coordination and provide clear information for external and internal audit</li> <li>• Ensure compliance with the Finance, Procurement, HR, and other LWF manuals, guidelines, and procedures</li> </ul>
<p><b>Cash Management and Banking Relations</b></p> <p>Prepare cash flow projections in accordance with procedures, and manage the cash flow of the project office in order to ensure that (a) sufficient funds are always available, and (b) management is properly aware of the total funds available</p>	<ul style="list-style-type: none"> <li>• Ensure adequate cash flow for field activities and office running expenses</li> <li>• Assist FO and AFC in preparing fund request with Yangon HQ</li> <li>• Ensure material and payment requests are correct and with proper documentation and support</li> <li>• Prepare bank, staff advance, and other reconciliations in a timely manner</li> <li>• Record bank transactions in the Excel cash book on a daily basis</li> <li>• Responsible for preparing the bank payment vouchers, ensuring correctness and completeness of the documentation, and securing payment approval</li> </ul>
<p><b>Accounting and Reporting</b></p> <p>Responsible for sending financial information to Yangon HQ</p>	<ul style="list-style-type: none"> <li>• Prepare the transfer of financial documents to Yangon HQ</li> <li>• Ensure that bank financial documents are scanned for archival, as required</li> <li>• Ensure that all financial documents are filed systematically for archiving</li> </ul>
<p><b>Staff Advances</b></p>	<ul style="list-style-type: none"> <li>• Prepare Staff Advance Report for Yangon HQ</li> <li>• Ensure that all staff settle their advances in time in accordance with procedures</li> </ul>
<p><b>Staff Supervision and Support</b></p>	<ul style="list-style-type: none"> <li>• Supervise, as requested by the Finance Officer and AFC, other staff</li> <li>• Develop good communication and collaboration with all staff</li> </ul>
<p><b>Others</b></p>	<ul style="list-style-type: none"> <li>• Ensure timely follow-up of all required action and keep the supervisor well informed on related matters.</li> <li>• Perform any other duties as assigned by the supervisor or AFC or Consortium Coordinator or Area Coordinator/Officer-In-Charge as and when necessary.</li> </ul>

### Classification and authority

This position is responsible for project level finance. This position is a mid-level position. This position is classified at Grade 04 in the LWF pay scale.

### Qualification and Experience

- **Academic qualification:** Bachelor's Degree in any subject.
- 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.

### Required skills and competencies

- 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, 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](mailto: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: 07<sup>th</sup> February 2023; 5:00 pm (MMT)**