



THE  
LUTHERAN  
WORLD  
FEDERATION  
World Service  
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## The Lutheran World Federation Myanmar Program

### JOB Announcement

**Position title:** Finance Officer  
**Responsibility level:** Grade 5  
**Report to:** Finance Coordinator  
**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) 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 Finance Officer (FO) will be responsible for assisting the Finance Coordinator (FC) to effectively and efficiently manage the financial matters of the LWF Myanmar program, making sure operations are in line with LWF policies and procedures, including financial control and bookkeeping, internal audit, fund allocation, reconcile assets and liabilities, especially financial reporting to donors. The FO will also assist the FC in strengthening LWF Myanmar's financial management function in line with the organization's overall strategic goals and objectives. The FO will ensure consistency and coherence in the use and dissemination of information through applying international professional financial standards and enhancing institutional knowledge management through proper financial systems and documentation and sharing amongst LWF Myanmar staff, implementation partners, etc.

The FO is based in Yangon but must undertake regular visits to the project areas. The FO is responsible to the FC and works under the supervision and guidance of the FC in close cooperation with other relevant staff from all units.

### Main responsibilities

Major Responsibilities	Performance Expectations
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<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with all LWF policies and manuals: Finance, Procurement, Accpac, Personnel, etc., and specific donor requirements.</li> <li>• Implementation and enhancement of internal control systems to ensure sound allocation of scarce resources.</li> <li>• Ensure accurate and up-to-date accounting.</li> <li>• Ensure strict compliance with set reporting deadlines.</li> <li>• Assist in preparing cash flows, working budgets/budget proposals for program, donors, headquarters, etc.</li> <li>• Supervise and provide support to FAs in Yangon and field office finance units for all finance-related matters.</li> <li>• Active participation in the Management Team, when required.</li> <li>• Ensure compliance with all local laws and regulations.</li> <li>• Ensure all staff fully understand financial reports relevant to them.</li> <li>• Deal with LWF banks, house members, auditors, etc., when requested.</li> <li>• Ensure reconciliations for the bank, receivables, prepayments, accrual, etc., are prepared monthly.</li> <li>• Review staff salary preparation and payment and compile salary records.</li> <li>• Monitor budget variances and institute remedial action if required.</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Develop and produce timely financial reports for management, LWF Geneva, donors, auditors, internal reporting, government/local authorities, etc.</li> <li>• Ensure a system of feedback on reports from all staff is instituted.</li> </ul>
<b>Accounting</b>	<ul style="list-style-type: none"> <li>• Maintain books of accounts using the SAGE financial accounting software.</li> <li>• Assist in preparing the project Chart of Accounts consistent with LWF guidelines and project document log frames.</li> <li>• Develop and produce timely financial reports for management and other parties.</li> <li>• Ready to provide accurate and up-to-date financial information as called upon.</li> </ul>
<b>Individual projects</b>	<ul style="list-style-type: none"> <li>• Conversant with and maintain copies of all project documents and project budgets.</li> <li>• Knowledge of and adherence to reporting requirements of donors.</li> <li>• Maintain finance files for each Project, including pledges, income, reporting and audit deadlines, formats, communications, specific donor requirements, etc.</li> </ul>
<b>Internal Control</b>	<ul style="list-style-type: none"> <li>• Receive and review all payment requests for appropriateness and correctness. Ensure all supporting documentation comply with procedures per LWF financial, documentation, and procurement guidelines and specific donor requirements. Ensure account codes are correct.</li> <li>• Ensure compliance with tax rules and regulations.</li> <li>• Regular verify of the petty cash.</li> <li>• Monitor bank balances regularly and ensures sufficient funds to cover all program activities during the month.</li> <li>• Check and approve Payment Vouchers ensuring final approval from the Finance Coordinator / Regional Representative / Program Coordinator / Officer In Charge.</li> <li>• Assist in the internal and external audits of all grants.</li> <li>• Follow up on timely settlement of all advances: salary/travel/work / etc.</li> </ul>

	<ul style="list-style-type: none"> <li>Advise on policies, systems, and procedures to improve the efficiency, effectiveness, and internal control/quality assurance of the Finance unit.</li> <li>Perform monitoring visits to the field at times agreed with the FC.</li> </ul>
<b>Geneva</b>	<ul style="list-style-type: none"> <li>Regularly review the Geneva Current Account on MaRS and record the charges as necessary.</li> <li>Reconcile the Geneva Current Account every month.</li> <li>Understand and comply with all Geneva queries and requirements.</li> </ul>
<b>Manuals</b>	<ul style="list-style-type: none"> <li>Awareness of the contents of and adherence to all LWF Manuals, Policies, Regulations, etc.</li> <li>Provide input in developing local manuals and forms for finance and procurement.</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>Accept special assignments to investigate issues, resolve problems, collect information, prepare reports and undertake liaison work and similar tasks.</li> <li>Fulfill any other duties as may be assigned by the FC or their designate.</li> </ul>

**Level of Responsibility and Authority:**

This position is classified as Grade 5 on the LWF Myanmar salary scale. The FO works under the supervision of the FC to support the financial management, policies, and guidelines of LWF Myanmar.

**Qualifications and Experience:**

- Formal qualification in Economic Science or Accounting (at least Bachelor's degree).
- At least two years of experience in finance or accounting management in companies or government or NGO agencies
- Good interpersonal relations with people within and outside the organization.
- Team spirit and attitude of service.
- Good command in spoken and written English language skills and computer literacy in Word, Excel, SAGE, etc

**Duty Station:**

The position will be based in Yangon with frequent travel to field offices.

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.
- LWF– Sittwe Office  
House No.278, Thit Sar Street, North San Pya Ward, Pyi Taw Tar Quarter, Sittwe, Rakhine State, Myanmar.
- LWF – Chin Office  
No.552, Tha Khin Aung Min Street, West Ward, Mindat Township.
- 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: 17<sup>th</sup> Mar 2022; 5:00 pm (MMT)**