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## The Lutheran World Federation Myanmar Program

### JOB Announcement

**Position title:** Finance Assistant  
**Responsibility level:** Grade 3  
**Report to:** Finance and Admin Officer  
**Duty station:** Hpa An, Kayin State  
**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 FAO The Finance Assistant will assist the Finance and Admin Officer to effectively and efficiently manage financial matters to make sure the operations are in line with LWF policies and procedures. Aside from being responsible for the financial transactions related to **Kayin Office** the Finance Assistant will assist in preparing the cash payment vouchers, ensure completeness of the documentation, and secure payment approval. S/he will be responsible for preparing the bank reconciliation statement.

The Finance Assistant is based in the **Kayin Field Office**, but is required to undertake regular visits to the project areas. The Finance Assistant is responsible to the Area Coordinator and works under the supervision and guidance of the **Finance and Admin Officer** in close cooperation with other relevant staff of the **Kayin Office** and the Finance unit staff in Yangon as a team.

### Main responsibilities

Areas of responsibility	Performance expectations
Finance Management	<p>Overall management of the implementation and control of financial matters and to make sure all are in line with LWF procedures and guidelines.</p> <ul style="list-style-type: none"> <li>Assist the Finance and Admin Officer to ensure that financial policies and procedures are followed in the procurement and disbursement process</li> <li>Responsible for the cashiering function (cash receipt and payments)</li> <li>Ensure proper documentation for all payment transactions</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist in preparation of cash flow and budgets based on the project document</li> <li>• Arrange transfer of funds to the field</li> <li>• May undertake visits to project areas to make payments</li> <li>• Assist the Finance and Admin Officer in certifying availability of funds for any proposal or fund request from staff</li> <li>• Bookkeeping of financial transactions; receipts, expenses, advances and transfers.</li> <li>• Assist the Finance and Admin Officer in coordination and provide clear information for external and internal audits</li> <li>• Ensure compliance with the Finance, Procurement, HR, and other LWF manuals, guidelines and procedures</li> </ul>
Cash Management and Banking Relations	<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 material and payment requests are correct and with proper documentation support and approval</li> <li>• Assist daily, weekly and monthly cash count with the Finance Officer and transmit the cash count sheet to Yangon HQ</li> <li>• Assist Finance and Admin Officer for the preparation of cash, staff advance, and other reconciliations in a timely manner for submission to the Finance Officer</li> <li>• Record cash transactions in the Excel cash book on a daily basis</li> <li>• Assist Finance and Admin Officer for the preparing of cash payment vouchers, ensuring correctness and completeness of the documentation, and securing payment approval</li> <li>• Responsible for keeping the safe key while the Finance and Admin Officer or the Area Coordinator is responsible for keeping the combination. A duplicate key will be kept by the Project Coordinator</li> </ul>
Accounting and Reporting	<ul style="list-style-type: none"> <li>• Assist in scanning copies of documents for the archives, as required</li> </ul>
Staff Advances	<p>Ensure that all staff settle their advances and loans in line with established policy and procedures and that all accounts are settled at the time of termination of service.</p> <ul style="list-style-type: none"> <li>• Assist Finance and Admin Officer for Staff Advance Report</li> </ul>
Staff Supervision and Support	<p>Provide support and train staff in the unit and to make sure they have the competence and are able to work effectively.</p> <ul style="list-style-type: none"> <li>• Assist other staff as requested by the Finance and Admin Officer</li> <li>• Develop good communication and collaboration with all staff</li> </ul>
Others	<p>Any other duties</p> <ul style="list-style-type: none"> <li>• Fulfill any other duties as may be assigned by the supervisor and Area Coordinator/Officer-In-Charge</li> </ul>

**Level of Responsibility & Authority:**

This position is classified at Grade 03 in the LWF pay scale.

**Qualifications and Experience:**

- Formal qualification in Economic Science or Accounting (at least Bachelor degree).
- At least two years' experience in finance or accounting management in company/ government or NGO agencies

**Required Skills**

- Good computer skills –MS Office, Excel.
  - Knowledge of Accounting Standards, Generally Accepted Accounting Principles, Auditing Techniques and procedures.
  - Good command in spoken and written English and Myanmar
  - Ability to work independently and has "can-do attitude.
  - Understands cultural sensitivity and team work
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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 to [hr.myanmar@lutheranworld.org](mailto: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 Tsp.
- 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: 13 July 2020; 5:00 pm**