



The Lutheran World Federation Myanmar Program

JOB Announcement

Position title: Finance and Admin Coordinator
Responsibility level: Grade 6
Report to: Project Coordinator
Duty station: Sittwe Tsp, Rakhine State

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.

LWF Myanmar is dedicated to promoting children's rights and ensuring that their welfare and physical security are recognized, safeguarded and protected in accordance to UNCRC; and international, regional and national standards. LWF Myanmar commits itself to creating and maintaining an environment which promotes its core values and prevent children from physical abuse, neglect, emotional abuse and sexual abuse. Employees are expected to adhere to LWF Child Protection Policy and safeguard children and Protection, Sexual Exploitation and Abuse (PSEA).

Job Summary

The Finance and Admin Coordinator, Sittwe is responsible for the management of all finance and admin matters in the set-up of the LWF Myanmar, Rakhine Program at Sittwe Office. He/she shall be based in Sittwe and will be responsible to the Project Coordinator at Sittwe and Regional Finance and Admin Manager Yangon. The Finance and Admin Coordinator, Sittwe shall have the following roles and duties:

1. General

- Manages all financial, administration, logistics and procurement matters to make sure operations are in line with LWF policies and procedures
- Maintain an accurate knowledge of the program's overall financial position and awareness of cash flows, project implementation. Ability to institute remedial actions if required
- Active participation in management team meeting
- Develop good communications and collaboration Yangon Finance Team
- Ensure compliance with all local laws and regulations and respective donors policies/compliances
- Ensure all staff fully understand financial reports relevant to them

2. Planning and Fund raising

- Take leadership to prepare annual work plan and budgets for all projects
- Timely revision on work plan and budget as necessary
- Proper orientation to staffs on process and compliances
- Assist in preparing proposal and budgets

3. Reporting

- Prepare and submit monthly financial to Yangon
- Prepare management response if any deviations
- Develop and produce timely reports for management - PMT and Project staff
- Circulation of timely and accurate monthly reports
- 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

4. Cash Flow

- Prepare and submit monthly cash flow to Yangon

5. Individual projects

- 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)

6. Internal Controls

- Identify internal control weaknesses and institute improvements
- Perform monitoring visits to the project sites

7. Procurement, Logistic and Administration

- Prepare procurement plan for all the projects
- Ensure the process and compliances in all the procurement
- Supervise admin, procurement and logistic teams
- Ensure proper documents for all transactions
- Ensure proper store management

8. Use of ACCPAC

- Format new reports (different currencies, expenditure by month etc.)
- Import/export transaction
- Import/Export Budgets
- Generation of reports for Yangon in required format
- Preparation of all required Balance Sheet Reconciliations
- Understanding of and ensuring adherence to the ACCPAC coding structure

9. Manuals

Awareness of the contents of and adherence to the LWF Manuals:

- ACCPAC
- Finance
- Procurement
- Operations
- Input into the development of local manuals for finance and procurement
- Input into the development and revisions of the operations manual

10. Qualification and Experience

- **Academic qualification:** Bachelor'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

11. 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

12. Level of Responsibility & Authority:

This position is Grade-6 and has to supervise the whole finance, admin and logistic team in Sittwe. This position is also member of LWF Sittwe Project Management Team.

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 hr.lwf.mm@gmail.com 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.

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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: 18th June 2019; 5:00 pm