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The Lutheran World Federation Myanmar Program

JOB ANNOUNCEMENT

Position title: Assistant Finance Officer
Responsibility level: Grade 4
Report to: Finance Officer
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

Under the direct supervision of the Programme Coordinator and in close consultation and coordination with LWF Myanmar colleagues based in Yangon and field offices, the Rights-based Empowerment Coordinator is responsible for project management and leadership of LWF Myanmar's Human Rights and Gender programming. Central to this position are the networking and advocacy skills to lead implementation of the LWF "Local-to-Global" approach which gives individuals and partner communities in Chin, Rakhine, and Kayin states a voice at the national and global levels, in support of the Universal Periodic Reporting process. The incumbent directly oversees project planning, budgeting, implementation, monitoring, periodic review, and reporting in close consultation with field-based programme staff. A democratic and respectful leadership style is an important element of the position, with strong people skills. The position is based in Yangon and works as a member of a technical support team which includes livelihoods, human rights, PMER, and training components.

Main responsibilities

Responsibility	Performance expectations
Finance Management Overall management of the implementation and control of financial matters and to make sure all are in line with LWF procedures and guidelines	<ul style="list-style-type: none">Assist the Finance Officer by ensuring that all financial policies, procurement policies and procedures of LWF Myanmar are followedEnsure proper documentation for all payment transactionsAssist in the preparation of cash flow and budgets based on project document

	<ul style="list-style-type: none"> • Check cash flow requests against the work plan and arrange transfer of funds to the field • Bookkeeping of financial transactions; receipts, expenses, advances and transfers. • Assist the Finance Officer and Admin and Finance Coordinator (AFC) in certifying availability of funds for any proposal or fund request from staff • Prepare other financial reports and documentation as required • Ensure compliance with banking regulations • Provide guidance to staff to prepare appropriate financial documents • Assist the Finance Officer in coordination and provide clear information for external and internal audit • Ensure compliance with the Finance, Procurement, HR, and other LWF manuals, guidelines, and procedures
<p><u>Cash Management and Banking Relations</u></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"> • Ensure adequate cash flow for field activities and office running expenses • Assist FO and AFC in preparing fund request with Yangon HQ • Ensure material and payment requests are correct and with proper documentation and support • Prepare bank, staff advance, and other reconciliations in a timely manner • Record bank transactions in the Excel cash book on a daily basis • Responsible for preparing the bank payment vouchers, ensuring correctness and completeness of the documentation, and securing payment approval
<p><u>Accounting and Reporting</u></p> <p>Responsible for sending financial information to Yangon HQ</p>	<ul style="list-style-type: none"> • Prepare the transfer of financial documents to Yangon HQ • Ensure that bank financial documents are scanned for archival, as required • Ensure that all financial documents are filed systematically for archiving
<p><u>Staff Advances</u></p>	<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
<p><u>Staff Supervision and Support</u></p>	<ul style="list-style-type: none"> • Supervise, as requested by the Finance Officer and AFC, other staff • Develop good communication and collaboration with all staff
<p><u>Others</u></p>	<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 AFC or Project Coordinator or Area Coordinator/Officer-In-Charge as and when necessary.

Required qualifications and experience

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

- **Experience:** 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

- 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.
- 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 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: 06th May 2024; 5:00 pm (MMT)