

## **TERMS OF REFERENCE FOR THE OFFICE FOR FINANCE AND ADMINISTRATION**

As a unit within the General Secretariat, the specific assignment of this Office is:

to provide the infrastructure and basic services for the departments, offices and the General Secretariat of the Lutheran World Federation in order to ensure that the Geneva Secretariat can fulfil its goal and tasks in an efficient and cost-saving way.

In pursuance of its assignment and within the limits of its resources, the Office will exercise its functions in the following fields:

### **I. Finance**

The function of the Office for Finance and Administration will be to:

1. administer the assets of the LWF in accordance with high professional standards and the practices of Christian stewardship;
2. cultivate and maintain close relationships with member churches and funding agencies in order to ensure adequate funding of the needs of the Federation;
3. assure, in general, appropriate funding for the needs of the LWF, with particular responsibility for funding administrative costs;
4. establish, in cooperation with the departments and the General Secretariat, administrative budgets;
5. establish and maintain the necessary accounting systems accurately and efficiently to provide necessary financial statements, reports, and management tools;
6. establish, maintain and exercise expense/budget control in all units to ensure good stewardship of resources as well as managerial cost effectiveness; and

7. administer and manage on behalf of the Board of the Staff Welfare Plan the affairs of the Staff Welfare Plan in accordance with Board-approved policies, regulations and Swiss legislation.

## **II. Electronic Data Processing (EDP)**

The function of the EDP-Office will be to:

1. maintain and develop the computer environment of the LWF in order to provide an effective office working tool; and
2. provide continual training and assistance to all staff in order to make optimal use of the computer system.