



THE
LUTHERAN
WORLD
FEDERATION

Department for Planning
and Operations

Office for Human
Resources
lutheranworld.org

VACANCY ANNOUNCEMENT

Position Finance Manager, Central African Republic (CAR)
Place of Assignment Based in Bangui
Starting Date as soon as possible
Duration of Contract Initial contract of 12 months

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Qualifications

1. **Experience:** Several years' experience in managing finances of development and emergency programs.
2. **Education:** Professionally qualified accountant.
3. **Professional skills:** Knowledge of church structures and experience with related agencies, ecumenical partners, other NGOs and UNHCR. Awareness of the general political, economic and development dynamics of the region. Strong organizational and management skills. Knowledge of the reporting requirements of ECHO, USAID, UNHCR and government funding agencies. Excellent command of English and **French is essential.**
4. **Computer skills:** Experience in computer applications such as Microsoft Word, Excel, accounting systems. LWF/DWS country programs use the ACCPAC General Ledger system.
5. **Commitment** to train national staff and communities to increase their capacity for self-help and development.
6. Applicants are required to be in sympathy with the core values of our organization.

Closing date: Applications should be sent by e-mail, at the latest by **30 September 2013** to:

Ms Aline Ritchie
Head of Human Resources
The Lutheran World Federation
e-mail: LWF_hroffice@lutheranworld.org

Applications should be sent in English, accompanied by the names and e-mail addresses of three persons who know the applicant professionally.

JOB DESCRIPTION
for the post of
FINANCE MANAGER

assigned to the Lutheran World Federation, Department for World Service (LWF/DWS) country program in Central African Republic (CAR), based in Bangui.

The Finance Manager of the LWF/DWS country program in CAR shall be responsible to the Resident Representative of the LWF/DWS country program in CAR.

The Finance Manager is a member of the CAR Management Team and as such is responsible for ensuring that the Resident Representative is provided with timely and professional advice on all financial related matters.

The Finance Manager shall take advice in financial matters from the LWF/DWS Finance Coordinator in Geneva and, if appropriate, the Regional Finance Manager. His/her main duties shall encompass the following:

1. Assume overall responsibility for managing all aspects of the financial and accountancy activities of the country program.
2. Advise the Resident Representative on all financial, administrative and legal matters through and provide.
3. Ensure that accounting systems are maintained to provide the information required for planning and monitoring and reporting for program operations, for safeguarding assets, discharging liabilities and legal responsibilities.
4. Prepare all mandatory monthly and yearly accounts, ensuring that accounting policies are properly and consistently applied and to submit such accounts in accordance with the deadlines in the Finance Manual.
5. Prepare separate financial reports for funding agencies such as the European Union (EU and ECHO), United Nations High Commissioner for Refugees (UNHCR), USAID, etc. in accordance with the terms of the contracts.
6. Where required, submit requests for installments of funds from funding agencies in a timely manner, ensuring a reliable cash flow for the program.
7. Ensure control of expenditure against budget for all projects.
8. Assist in the preparation of, and verify the accuracy of, budgets for all projects and proposals.
9. Prepare cash flow projections in accordance with procedures, and manage the cash flow of the country program in order to ensure that (a) sufficient funds are always available, and (b) management is properly aware of the total funds available.
10. Ensure that purchasing is carried out in accordance with the LWF Procurement Policy.
11. Prepare monthly finance and management reports for the Resident Representative of LWF/DWS country program in CAR and Geneva head office in accordance with Finance Manual.
12. Ensure that procedures for electronic data storage, backups and security are followed in accordance with the Finance Manual.

13. Liaise at the appropriate level with banks, tax authorities and other financial institutions.
14. Co-ordinate the taking out of and the renewal of insurance as required by law for national staff, vehicles, as well as public liability insurance, fire insurance, etc.
15. Assume responsibility for up to date and correct inventories of all project equipment, including the Asset Register.
16. Supervise finance staff and other staff, as requested by the Resident Representative of the LWF/DWS country program in CAR.
17. Keep himself/ herself up to date on current legislation relating to staff compensation
18. Monitor the payment of salaries and allowances of local staff; ensure the timely payment of taxes, insurance and benefits, and ensure the maintenance of payroll records.
19. Ensure that all staff settle advances and/or loans in line with established policy and procedures and that all accounts are settled at the time of termination of service.
20. Ensure the compliance of the Personnel Policies and Regulations of the Lutheran World Federation as it relates to finances.
21. Ensure the compliance of the Finance Manual for the LWF Department for World Service, as revised, as it relates to finances.
22. Ensure that internal controls are properly in place, including periodic visits to project offices.
23. Act as contact with external auditors on accounting matters and, in consultation with the Resident Representative of the LWF/DWS country program in CAR, to make available to them all records required for the purpose of auditing the accounts, including any additional audits for funding agencies.
24. Prepare and submit to LWF Geneva, if applicable, monthly reports on visitors and other persons to be included under the group accident insurance policies.
25. Ensure that his/her work is within the letter and the spirit of the Country Strategy document and the LWF/DWS Letter of Understanding.
26. Fulfill any other duties as may be assigned by the Resident Representative of the LWF/DWS country program in CAR.

BL/PSL 16.09.2013