



THE  
LUTHERAN  
WORLD  
FEDERATION

Department for Planning  
and Operations

Office for Human  
Resources  
lutheranworld.org

## **Open Position in the LWF Communion Office**

***Liberated by God's grace, a communion in Christ living and working together for a just, peaceful, and reconciled world."***

This is the vision statement adopted by the Council of the Lutheran World Federation (LWF) for the LWF strategy 2012 - 2017.

Working for dignity and justice with compassion and commitment, the LWF as a global communion of churches respects diversity, in culture, history, theological understandings, perspectives on moral and ethical questions, and practice of ministry, mission and service, as a richness of God's creation.

Would you like to work with us?

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<b>Position:</b>	<b>Finance Controller Department for World Service</b>
<b>Place of Assignment:</b>	Geneva, Switzerland
<b>Starting Date:</b>	1 March 2015
<b>Duration of Contract:</b>	Initial contract of 5 years

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### **Required Qualifications:**

- Bachelor's degree in accounting. Professional accreditation such as ACCA, CMA, CPA or equivalent is preferred.
- Proven experience in overseeing and coordinating accounting, finance and auditing preferably in an NGO and/or in a multicultural and multinational environment.
- Experience with accounting software Sage is a strong preference. Excellent working knowledge in Excel and Word.
- Strong leadership, organization, interpersonal, verbal and written communication skills.
- Initiative, commitment and high degree of flexibility.
- Fluency in English. French would be an asset.

### **Candidates for this position require a Church Endorsement.**

Applications (including motivation letter, detailed curriculum vitae in English, church endorsement and copies of diplomas and work certificates) with the names and e-mail addresses of three references (two professional from present and/or previous employers/supervisors and one character reference) should be sent by **2 January 2015** to:

Ms Aline Ritchie  
Head of Human Resources  
The Lutheran World Federation  
P.O. Box 2100, 1211 Geneva 2, Switzerland  
E-Mail: [anw@lutheranworld.org](mailto:anw@lutheranworld.org)



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<b>Position Description</b>  <b>Date:</b> November 2014	<b>Position Title: Finance Controller (based in Geneva)</b>  <b>Department: Department for World Service</b>  <b>Position No. 9411.03</b>  <b>Incumbent: to be hired</b>
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<b>Direct Supervisor:</b>	Global Finance Coordinator
<b>Supervises:</b>	n/a

<b>Salary</b>	
<b>Grade:</b>	To be graded

<b>Work Time</b>	100 %
Travel	<input type="checkbox"/> extensive (more than 20 days/year) <input checked="" type="checkbox"/> limited (7 – 19 days/year) <input type="checkbox"/> little (less than 7 days/year) <input type="checkbox"/> none

<b>Content of the position</b>	
<b>Basic purpose</b>	<p>The main responsibility will be to facilitate and to provide quality assurance for all financial reporting and procedures of assigned country programs of the Lutheran World Federation, Department for World (LWF/DWS).</p> <p>He/she will proactively work with the Global Finance Coordinator in the reporting to donor partners, global audit of the organization, the consolidation of the accounts and income, with a focus on Asia, Middle East and Central America DWS country programs.</p>
<b>Basic Position Qualifications</b>  <input type="checkbox"/> Three or four years of job training apprenticeship <input type="checkbox"/> Secondary-level high school/technical/commercial school <input type="checkbox"/> Tertiary-level technical/commercial college	<ul style="list-style-type: none"> <li>• Bachelor's degree in Accounting. Professional accreditation such as ACCA,CMA,CPA or equivalent is highly preferred</li> <li>• Proven experience in overseeing and coordinating accounting, finance and auditing preferably in an NGO and/or in a multi-cultural and multinational environment</li> <li>• Experience with accounting software Sage is a very strong preference</li> <li>• Must have excellent working knowledge in Excel and Word</li> <li>• Ability to work independently as well as function within a matrix</li> </ul>



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<input checked="" type="checkbox"/> University	<p>organization</p> <ul style="list-style-type: none"> <li>• Strong leadership, organization, interpersonal, verbal and written communication skills</li> <li>• Initiative, commitment and high degree of flexibility</li> </ul>					
<b>Additional Study and Experience</b>	Broad knowledge of LWF, its member churches and related agencies and an appreciation of the Lutheran faith tradition.					
<b>Years of Experience</b>	<b>Requirement</b>			<b>Desirable</b>		
	<input type="checkbox"/> 0 to 2 years	<input checked="" type="checkbox"/> 3 to 7 years	<input type="checkbox"/> 8 to 12 years	<input type="checkbox"/> 0 to 2 years	<input type="checkbox"/> 3 to 7 years	<input checked="" type="checkbox"/> 8 to 12 years
	<input type="checkbox"/> over 13 years			<input type="checkbox"/> over 13 years		
<b>Language Knowledge</b>	<b>Requirement</b>			<b>Desirable</b>		
	Basic knowledge	Speak and understand	Write and discuss	Basic knowledge	Speak and understand	Write and discuss
English	Excellent	Excellent	Excellent			
French				Good	Good	Good
German						
Spanish						
Other :						

<b>Experience in Supervision</b>	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no
<b>Position Environment and Dimensions</b>	<p>The position holder will work with the Global Finance Coordinator in controlling the finance accounting functions, ensuring compliance with both LWF/DWS and donor policies and procedures. This includes performing quality financial management analysis.</p> <p>He/she will in coordination with HQ, act as a resource and guide on financial capacity building needs and initiate appropriate trainings in order to ensure that the financial systems operate in accordance with LWF/DWS's established policies and procedures and international accounting standards and are consistently applied within the assigned region.</p> <p>The position holder, in order to thrive, should have demonstrated abilities to achieve results and pay strong attention to details in a demanding, multi-tasking and fast paced environment. He/she would require having excellent financial and analytical skills and the ability to train others in financial controls and management.</p>	



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<b>Main duties</b>	<b>Financial Accounting, Reporting, and Control</b>
	<ol style="list-style-type: none"> <li>1. Perform comprehensive quality reviews and analysis of country program financial reports and in collaboration with the Finance Managers and the Global Finance Coordinator, identify and implement preventive and corrective actions to address issues found during the reviews.</li> <li>2. Ensure country programs provide all required financial data based on the global funding plans. Collate and analyze country program operational and donor budgets, paying particular attention to funding gaps.</li> <li>3. Responsible for checking of draft audit reports and signed final audit reports. Prepares compilation of the annual DWS audit report.</li> <li>4. Follows up recommendations in the auditors' Management Letters to ensure the audit recommendations have been implemented.</li> <li>5. Review the spread sheets for the assurances, pledges, and income received from all sources; relays information on income to the relevant country programs.</li> <li>6. Coordinates funds and queries from funding agencies and relays to country programs if necessary.</li> <li>7. When required, ensures that the periodic financial reports on the utilisation of the funds are sent in a timely manner by relevant country programs and Geneva based projects to the agencies.</li> <li>8. Provide policy clarifications and assistance to the country programs in understanding and complying with LWF/DWS and donor policies and procedures including awards and contracts.</li> <li>9. Provide support to country programs to ensure that all financial records and backup documentation are archived and readily available for audits.</li> <li>10. Carry out regular support visits, desk audits and spot checks to assess country program compliance with applicable donor rules and regulations as well as DWS's policies and procedures.</li> </ol> <p><b>Finance Systems</b></p> <ol style="list-style-type: none"> <li>11. Continuously review and oversee country program use of the accounting system (Sage) and recommend adjustments were necessary to ensure consistent and quality application of the approved chart of accounts.</li> <li>12. Oversee system upgrade rollouts and ensure its fitness for purpose at both country and regional level. This will involve the coordination of the implementation of new modules to ensure consistent use.</li> <li>13. Manage consolidation of databases, offsite backups and generation of periodic consolidated management reports.</li> <li>14. Troubleshoot and document system application problems encountered by various users and provide clear instructions on how to solve them.</li> <li>15. Responsible for reviewing and updating the Sage instruction</li> </ol>



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	<p>manual particularly in relation to upgrades.</p> <p><b>Human Resources and Development</b></p> <p>16. Provide orientation for new finance managers in assigned countries focusing on the technical finance and accounting aspects of their role with the goal of helping them to establish a strong internal control environment that meets LWF/DWS and its donor requirements.</p>
<b>Special duties</b>	As may be assigned by the supervisor.
<b>Major Challenges</b>	
Ensure that the utilisation of the funds entrusted with DWS are correctly accounted for and reported on satisfactorily, so that the confidence of the funding agencies are maintained and DWS can look forward to continued support to cover all needs of the DWS programs/projects in spite of limited resources.	