



# THE LUTHERAN WORLD FEDERATION

LUTHERISCHER WELTBUND - FEDERACIÓN LUTERANA MUNDIAL - FÉDÉRATION LUTHÉRIENNE MONDIALE

General Secretariat - Office for Personnel

## VACANCY ANNOUNCEMENT

<b>Position</b>	<b>Finance Manager, South Sudan</b>
<b>Place of Assignment</b>	Based in Juba
<b>Starting Date</b>	as soon as possible
<b>Duration of Contract</b>	Initial contract of two years

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### Qualifications

1. **Experience:** Several years experience in the field, 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 is essential.
4. **Computer skills:** Experience in computer applications such as Microsoft Word, Excel, accounting systems. LWF field offices 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 **29 February 2012** to:

Mr. Rudolf Renfer  
Director for Personnel  
The Lutheran World Federation  
**e-mail: [psl@lutheranworld.org](mailto:psl@lutheranworld.org)**

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

A complete position description and the required qualifications are attached.

PS/February 2012

## **POSITION DESCRIPTION**

for the post of

### **FINANCE MANAGER**

assigned to the LWF/DWS country program in South Sudan, based in Juba

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The Finance Manager shall be responsible to the LWF/DWS Representative in South Sudan and take advice in financial matters from the LWF/DWS Finance Coordinator in Geneva. 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. Ensure that accounting systems are maintained in accordance with the LWF/DWS Finance Manual in order to provide the information required for planning and monitoring and reporting on program activities, for safeguarding assets, discharging liabilities and legal responsibilities.
3. 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.
4. 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.
5. Where required, submit requests for installments of funds from funding agencies in a timely manner, ensuring a reliable cash flow for the program.
6. Control of expenditure against budget for all projects.
7. Assist in the preparation of, and verify the accuracy of, budgets for all projects, including Project Documents (PDs), Summary of Needs (SoN), ACT appeals for emergencies, and bilateral agreements.
8. 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.
9. Ensure that purchasing is carried out in accordance with the LWF/DWS Procurement Policy.
10. Prepare monthly finance and management reports in accordance with the LWF/DWS Finance Manual.
11. Ensure that procedures for electronic data storage, backups and security are followed in accordance with the LWF/DWS Finance Manual and the LWF/DWS Operations Manual.
12. Liaise at the appropriate level with banks, tax authorities and other financial institutions.

13. Coordinate the taking out of and the renewal of insurance as required by law for national staff, vehicles, fire insurance, cash in transit and on hand, public liability insurance, etc.
14. Assume responsibility for up to date and correct inventories of all project equipment, including the Asset Register.
15. Supervise national finance, and other staff and, as requested by the Representative of LWF/DWS Sudan.
16. Make arrangements, in agreement with the Representative, for the recruitment of locally employed staff required for the program and deal with personnel matters, keeping him/herself up to date on current legislation.
17. 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.
18. Ensure that all staff settle their advances and loans in line with established policy and procedures and that all accounts are settled at the time of termination of service.
19. Ensure the compliance of the Personnel Policies and Regulations of LWF.
20. Ensure the compliance of the Finance Manual and Operations Manual for the LWF/DWS, as revised.
21. Pursue an active policy of capacity building of the local finance staff.
22. Ensure that internal controls are properly in place, including regular visits to project offices.
23. Act as contact with external auditors on accounting matters and 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/DWS Secretariat in Geneva, if applicable, monthly reports on visitors and other persons to be included under the group accident insurance policies.
25. Fulfill any other duties as may be assigned by the LWF /DWS Representative.