VACANCY ANNOUNCEMENT

Position: Finance Manager, Mauritania
Place of Assignment: Based in Nouakchott
Starting Date: as soon as possible
Duration of Contract: Initial contract of three years

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 and French 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 **15 February 2011** to:

Mr. Rudolf Renfer
Director for Personnel
The Lutheran World Federation
e-mail: 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/January 2011
POSITION DESCRIPTION

for the post of

FINANCE MANAGER

assigned to the LWF/DWS Mauritania country program, based in Nouakchott

The Finance Manager shall be responsible to the Representative of LWF/DWS Mauritania country program. The Finance Manager shall 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 to provide the information required for planning and monitoring and reporting for program operations, 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 Planning and Monitoring Documents (PMDs), Statement of Needs (SoN), ACT appeals for emergencies, and non Statement of Needs (non-SoN).

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.

11. Ensure that procedures for electronic data storage, backups and security are followed in accordance with the Finance Manual.

12. Liaise at the appropriate level with banks, tax authorities and other financial institutions.

13. 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.

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, as requested by the Representative of LWF/DWS Mauritania country program.

16. Participate in the recruitment of staff for all financial positions and recommend the most suitable candidates for employment.

17. Monitor the payment of salaries and allowances of national staff; ensure the timely payment of taxes, insurance and benefits, and ensure the maintenance of payroll records.

18. 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.

19. Ensure compliance with LWF Personnel Policies and LWF Field Personnel Regulations in all matters relating to finance, and keep up to date with current legislation on labor laws of the country.

20. Ensure compliance with all matters relating to finance in the LWF/DWS Finance Manual, 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, in consultation with the Representative of the LWF/DWS Mauritania country program to make available to them all records required for the purpose of auditing the accounts, including any additional audits for funding agencies.

24. Fulfill any other duties as may be assigned by the Representative of the LWF/DWS Mauritania country program.