



THE LUTHERAN WORLD FEDERATION

A COMMUNION OF CHURCHES – EINE KIRCHENGEMEINSCHAFT – UNA COMUNIÓN DE IGLESIAS – UNE COMMUNION D'ÉGLISES

LUTHERISCHER WELTBUND – FEDERACIÓN LUTERANA MUNDIAL – FÉDÉRATION LUTHÉRIENNE MONDIALE

General Secretariat / Human Resources Office

New Position in the Renewed 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?

Female applicants are particularly welcome!

Position:	Finance Manager in the Finance Office
Place of Assignment:	Geneva, Switzerland
Starting Date:	1 September 2012, to be discussed
Duration of Contract:	Initial contract of 4 years

Required Qualifications:

- Professional training in accountancy with recognized diploma (Chartered Accountant, Certified Public Accountant or equivalent).
- Several years of working experience in an LWF member church, in ecumenical bodies or agencies.
- Additional experience in an audit firm or commercial enterprise in a supervisory capacity, preferably in an international environment, would be an asset.
- Good working knowledge in electronic data processing, especially in computerized accounting systems and spreadsheets.
- Fluency in English; basic knowledge of German and French.

Candidates for this position require a Church Endorsement.

Applications (motivation letter and detailed curriculum vitae in English), with the names and the e-mail addresses of three persons who know the applicant professionally, should be sent by **16 March 2012** to:

The Rev. Rudolf Renfer
Director for Human Resources
The Lutheran World Federation
P.O. Box 2100
1211 Geneva 2, Switzerland
E-Mail: sw@lutheranworld.org



Position Description	Position Title: <i>Finance Manager</i>
Date: 04.01.2012	Department/Unit: Finance Office
	Position No.: 9130.01
	Incumbent: N.N.

Direct Supervisor:	Director for Planning and Operations
Supervises:	Accounting office staff (three persons)

Salary	
Grade:	21 (to be confirmed)

Working Time	
Work time, percentage	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

Content of the position	
Basic Purpose	<p>Assumes, under delegated responsibility, specific financial management and control functions in order to maintain sound financial accounting, budgeting and reporting systems in line with the Terms of Reference for the unit, LWF Policies and Regulations as well as the decisions of the LWF Council and the Committee for Finance and Administration.</p> <p>Assists the Director for Planning and Operations in financial and administrative matters.</p>
Level of Education	
<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 (with maturité, bac, Abitur..) <input checked="" type="checkbox"/> University (specify below, if needed)	
Other Qualifications	<ul style="list-style-type: none"> • Professional training in accountancy with recognized diploma (Chartered Accountant, Certified Public Accountant or equivalent) • Several years of working experience in an LWF member church, in ecumenical bodies or agencies • Additional experience in an audit firm or commercial enterprise in a supervisory capacity, preferably in an international environment, would be an asset • Good working knowledge in electronic data processing, especially in computerized accounting systems and spreadsheets

	<p>guidelines and recommends improvements;</p> <ol style="list-style-type: none"> 5. Checks the appropriateness of all Geneva office payments; ensures the timeliness of the payments; 6. Assists LWF departments/units in interpreting results of financial accounts and records and in analyzing actual, budget and variance comparison of administrative expenses; provides financial systems service to departments/units to improve financial controls and systems; 7. Administers the assets of the LWF in accordance with high professional and ethical standards and the practices of Christian stewardship; invests, in line with LWF Investment Principles, free cash flow funds; ensures that there is an optimal amount of liquidity; ensures timely establishment of bank reconciliation statements; 8. Facilitates the annual external audits and participates in discussions with the auditors; conducts internal audits of departments where appropriate; 9. Liaises with member churches and related organizations together with the resource mobilization officers and other staff in order to ensure adequate funding of the needs of the Communion; 10. Liaises with Abendrot Foundation with regard to the Organization's Staff Welfare Plan (pension fund); 11. Ensures that the financial accounts of the Institute for Ecumenical Research in Strasbourg are in conformity with financial rules and regulations; 12. Assists the Director in the administration and financial reporting for the LWF Endowment Fund; 13. Performs all other related duties as requested by the supervisor.
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Major Challenge

To have an overall picture and control of the LWF financial development, to achieve and maintain accuracy in all financial accounting functions and to meet the monthly/annual deadlines for closing while facing time constraints, and plan investments so as to ensure availability of necessary cash for disbursement in projects/programs and for salaries.