

<p>Title / Duration / Visa</p> <ul style="list-style-type: none"> ▪ Special Adviser to the LWF Jordan Finance Manager (Felm volunteer) ▪ Long duration (up to one year) preferred ▪ Start day to be determined ▪ Permits/visas to be organized by LWF Jordan <p>Felm tutor / Partner tutor:</p> <p>From LWF:</p> <ul style="list-style-type: none"> ▪ Remko Veenstra, LWF Jordan Country Representative (former auditor) ▪ Caroline, Tveoy Regional Programme Coordinator, LWF Geneva ▪ Jorge Garcia, Financial Controller, LWF Geneva 	<p>Partner / Location</p> <p>Lutheran World Federation Jordan Country Programme Amman</p> <p>The volunteer will provide technical assistance to LWF Jordan in the area of finance management.</p> <p>The volunteer will be based in Amman, with possible travel to Irbid and Zarqa governorates.</p>
---	---

<p>Objective and duties of Felm Volunteer</p> <p>The volunteer will work together with senior LWF Jordan staff members in order to help improve financial management, enhance compliance financial standards, and set systems to implement technical recommendations issued by the LWF global finance team (in Geneva).</p> <p>The ultimate goal is to 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.</p>	<p>Short description of the tasks</p> <p>The volunteer will support LWF Jordan in ensuring high quality in:</p> <ol style="list-style-type: none"> 1. Preparing all mandatory monthly and yearly accounts including the monthly finance and management reports, as well as donor reports 2. Ensuring that accounting policies are applied as per the finance manual, assist in updating policies as necessary 3. Improving treasury management (and monitoring exchange rate fluctuations) 4. Controlling expenditure against budget for all projects 5. Supporting timely and cost-effective decision-making 6. Storing data electronically (incl. backups) 7. Supervising inventory management 8. Coaching finance staff and 9. Ensuring that internal controls are in place, incl. visits to project offices.
--	--

Competence / Qualifications / Language requirements:

The ideal profile for this post is as follows:

- Professionally qualified accountant. Similar qualifications could be accepted
- Significant working experience at management level in humanitarian assistance or development oriented programs within an international environment and preferably with church-related or non-governmental organizations. Note: Private sector experience would be acceptable
- Familiarity with donor reporting requirements as well as understanding of LWF related agencies or UN donors would be an asset
- Strong conceptual and analytical skills. Team-oriented, flexible and excellent communication skills; and
- Full proficiency in English.

Benefits and commitments:

Felm and partner ELCT

- providing the tasks, materials and instructions for the Felm Volunteer
- advising the applicant with visa-procedures and providing Felm Volunteer visa-invitation letter
- providing a personal tutor and a draft program (incl. tutor discussions: starter session, mid-term discussion and evaluation session)
- transportation in-country + transportation related to FELM Volunteer tasks
- accommodation with a western toilet, bathroom, kitchen facilities, water and electricity; and
- introducing the Felm Volunteer to LWF work in Jordan

Felm Helsinki offices

- partner and objective based needs assessment in recruiting a suitable FELM Volunteer
- orientation session; and
- feedback session.

Felm Volunteer

- following the Felm Volunteer agreement and its guidelines
- following the tutors' instructions
- taking care of all personal expenses and arrangements other than mentioned above (own international airfare, visa, travel insurance, local travel not related to Felm Volunteer tasks and pocket expenses)
- commitment to provide feedback; and
- commitment to take part in parish visits after returning to Finland.



Lähde liikkeelle or Lähetyksen esikoulutus –course is a prerequisite for applying to Felm Volunteer tasks.

Full-time students attending the Felm Volunteer program are eligible for trainee status.