

JOB PROFILE

SENIOR FINANCIAL ADVISOR

Central America Program LWF/SM

I. General Information	
Location: Regional Position. El Salvador	
Report to: Regional Representative	Coordinates work for: Financial strategy and implementation of the Central America Program
Work in consultation with: Regional Representative Global Finance Coordinator Financial Controller - GVA	Coordinates his/her tasks with: <ul style="list-style-type: none"> • Regional Program Coordination • Regional Finance coordinator • Administration of National Offices • Quality officer and internal audit
Posts which he/her could substitute: Quality and Internal Audit Officer Regional Finance Coordinador	Posts that can replace it: N/A

II. Job Description
<p>The Senior Financial Advisor is a senior colleague and actively participates in RMT meetings.</p> <p>He/she is responsible for advising and supporting the Regional Representative and the RMT for an adequate financial and administrative management of the "Central America Program", including the "Joint Program ACTuando Juntas JOTAY" in Guatemala and new interventions in other countries outside the scope of the regional program.</p> <p>At the same time, he will have financial and administrative advice from the Finance Controller and/or the Global Finance Coordinator from the headquarters in Geneva.</p> <p>He/she provides strategic and practical advice to improve the financial and administrative management of the entire program, so that commitments and obligations with communities, co-parties, related agencies, donors and other public of institutional interest are fulfilled.</p>

III. Main Responsibilities	
Purpose according to área of performance	Detailed Description of Functions
Financial and Accounting Advice	<ul style="list-style-type: none"> • Advises the Representative on financial, administrative and legal matters. • Advises on the management of financial matters and activities for the consolidated accounting of the Central America Program including the chapter Guatemala ACTing together JOTAY. • Instructs the RMT to ensure that administrative and accounting systems are properly updated in order to provide necessary and timely information for planning, monitoring and reporting on program operations to safeguard assets and compliance with legal obligations and liabilities. • Advises for compliance with the Financial Manual, Operations Manual and Procurement Policy of the World Service Department of the Lutheran World Federation in its most up-to-date version regarding finances. • Carries out a financial analysis, control of expenses and budgets of the Central America Program and its projects in order to optimize costs. • Conducts an analysis of administrative and accounting procedures with the aim of optimizing human and financial resources. • Reviews the monthly, quarterly and annual financial reports, ensuring that accounting policies are applied consistently and correctly. It presents them in accordance with the deadlines established annually by the institution. • Reviews financial reports for bilateral and multilateral donors, in accordance with the terms of contracts and agreements signed by LWF/SM CA. • Reviews budgets for projects and proposals submitted by LWF/SM CA. • Reviews the cash flow projections in accordance with established procedures and executes that cash flow so that the Program is always financially sound and the RMT is appropriately aware of that information.
Other	<ul style="list-style-type: none"> • All other functions deemed necessary for the fulfilment of the objectives of the position, of the Program and at the request of the Regional Representation.

IV. Level of Responsibilities	
Area	Detail
Advises the Work of	<ul style="list-style-type: none"> • Regional Management and Finance Team • National Management teams
Authorization Schedule	N/A
Equipment, furniture and tolos are under his/her responsibility	<ul style="list-style-type: none"> • Detail of Inventory attached to the contract of employment

V. Position Relationships

Internal	External
<ul style="list-style-type: none"> • With all the Regional Team • With all Country Teams 	<ul style="list-style-type: none"> • Global Finance Coordination in Geneva • Financial Controllers • Auditors • Suppliers and subcontractors. • Agencies and donors at the request of the Regional Representation • Legal Advisers • Finance Managers from other LWF offices

VI. Profile Required

Education	<ul style="list-style-type: none"> • Degree in Administrative or Economical Sciences. • Postgraduate Degree in Finance
Work Experience	<ul style="list-style-type: none"> • Minimum of five years in similar positions • Experience on finance and management preferably of international cooperation projects
Skills, expertise and other knowledge	<ul style="list-style-type: none"> • Good management of computer systems. • Excellent Excel handling. • Knowledge of Accounting packages • Solid in Administration, Legal, Labor and Taxes knowledge • Excellent writing skills for preparing reports and technical documents • Good communication skills
Languages	<ul style="list-style-type: none"> • Speak, read and write advanced Spanish fluently • Speak, read and write advanced English fluently
Other desirable elements	<ul style="list-style-type: none"> • Be able to drive and have a valid driving license

Human and Technical Competences

- High degree of responsibility
- Integrity, ethics, trustworthy
- Proactive
- Ability to work in teams
- Good interpersonal relationships
- Organized
- Normative
- Attention to detail and accuracy
- Social Sensitivity
- Open to listening and finding different ways to do the job
- Identifies with the LWF principles, values and working approaches
- Persistence
- Ability to work under pressure and in demanding environments