

LUTHERAN WORLD RELIEF
SENIOR DIRECTOR OF INTERNATIONAL FINANCE

POSITION DESCRIPTION

Lutheran World Relief seeks a **Senior Director of International Finance**. The Senior Director of International Finance is responsible for the overall financial management and compliance of LWR's international operations activities. Responsibilities include the management of international accounting operations, international treasury services, management and donor reporting, budget processes, financial analysis and forecasting, direct support for the New Business Development unit, and the development and oversight of compliance and financial management systems, procedures, and internal controls required for international operations. The position also ensures compliance with Generally Accepted Accounting Principles, applicable regulatory requirements, specific donor requirements, and internal policies and procedures. It also includes oversight of the new Compliance Unit who ensures the adherence and compliance with guidelines, policies and procedures required by LWR policies, donors and governments. The Senior Director of International Finance is responsible for ensuring the integrity of LWR's general ledger related to international activities.

As a key leader within the organization the Senior Director of International Finance provides innovative solutions for LWR's emerging financial management needs, as well as timely strategic decision support for LWR's Leadership Team, Board of Directors, International Program Department, and other stakeholders. The position provides staff support as required to LWR's Audit and Risk committee. The Director directly supervises 4 staff with a combined team of 9 at HQ, and has dotted line responsibilities for regional and country finance staff (currently over 30).

KEY DUTIES

New Business Development

- Lead the International Finance team in providing direct support to the SPER/NBD unit and International Program Department as new business development opportunities are sought from institutional donors. Actively support and review all budgets for restricted award proposals.
- Represent F&A at NBD planning meetings and serve as the F&A point person for supporting new business development opportunities.
- Review and update as necessary all financial and compliance management sections of LWR's Grants Administration Manual, Overseas Financial Administration Manual, and Project Management Manual, among others.
- Ensure that LWR's Cost Recovery Guidelines are followed as HQ, country office, and partner costs are included in consolidated budget proposals for restricted awards.
- Coordinate necessary financial capacity pre-award assessments of potential sub-recipients in relation to new business proposals. Monitor sub-recipients financial activities following award approval.

Implement effective internal controls and compliance management

- Design, implement, and maintain effective internal control systems for LWR's overseas country offices and assist partner organizations in similar efforts. Monitor systems and controls and ensure consistent application in overseas offices. Anticipate and plan for the impact of country office staffing changes on internal control structures.
- Review and update as necessary all financial policies in the Overseas Financial Administration Manual (OFAM) in conjunction with the Vice President for International Operations and Vice President for Finance and Administration.
- Support HQ and country office staff requests for guidance regarding the implementation of policies reflected in the OFAM and other financial policies and procedures. Coordinate financial and administrative support related to the opening and closing of overseas offices; coordinate with IPD staff as necessary.
- Coordinate efforts by the IF team to monitor country office utilization of LWR's field general ledger software (QuickBooks). Monitor country office accounting and reporting performance and assist those offices requiring further technical support and/or training. Maintain guidelines/standards for accounting services performed by LWR staff and/or outsourced accounting services in overseas offices and monitor adherence to those standards.
- Coordinate monitoring of working capital maintained in LWR Country Offices and lead the IF team in implementing optimal working capital practices with donors, partners, and Country Offices.
- Review financial activity reported by country offices (field journals) for accuracy and completeness prior to import into the HQ general ledger (MIP).

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- Coordinate the review (internal audits) and report issuance of LWR country offices and select partners.
- Coordinate appropriate business process improvement efforts and financial system enhancements in LWR's country offices.

Build financial management capacity among staff and partner organizations

- Coordinate efforts to conduct required assessments of country office and partner financial, administrative and compliance systems and provide detailed recommendations for improvement including resources required and proposed implementation timelines.
- Work with appropriate LWR departments to design training curriculum and programs that targets the strengthening of financial management knowledge and capacity of LWR HQ and field staff and partners.
- Assist in the identification of local resources (e.g., training, consultants, etc.) that can help improve the efficiency and effectiveness of the financial and administrative services provided by LWR country office staff.
- Participate in hiring processes for Overseas Office Finance Officers.
- Coordinate finance/administration orientations for new overseas office staff, particularly for Regional Representatives and country office Finance Officers.
- Assist country offices in developing planning to effectively monitor and support partner/subrecipient compliance with funding agreement requirements and financial management standards.

Deliver effective internal & external reporting and decision support

- Lead the IF team in producing timely and accurate financial reporting in accordance with restricted donor agreements (e.g., USG, Foundations, and other restricted funded activity). Ensure that those reports comply with all restricted award regulations and provisions including level of detailed reporting, matching requirements, and other specific provisions.
- Ensure the timely submission of other reporting requirement related to LWR's international operations including annual USAID registration, Treasury Department reporting, etc.
- Assist F&A staff in preparing consolidated financial reports and related analysis for LWR's Board of Directors and supporting committees as required by governance policies.
- Develop responsive service structures that effectively respond to ad-hoc financial reporting and analysis requests and facilitate informed decision-making by the leadership team and other business units.
- Prepare, submit and negotiate LWR's indirect cost rate agreement with the organization's USG cognizant agency.
- Integrate general ledger (MIP) data with other organization databases and systems as needed, including the reconciliation of MIP to those systems.

Budgeting and forecast support

- Lead the IF team in supporting assigned LWR budget holders during the annual budget process. Review budget holder activity plans to ensure alignment with budgeted resources and review budget for overall accuracy and completeness prior to submission.
- Develop and manage the annual budget for the IF unit.
- Develop LWR's consolidated annual revenue budget for restricted awards.
- Issue quarterly budget variance analyses (BVAs) to HQ program staff and overseas offices related to the financial performance of restricted and unrestricted funded projects. Provide guidance to budget holders regarding corrective action as necessary.
- Assist in financial forecasting exercises to project anticipated income, expenditures, and net surplus/deficit through the end of the fiscal year. Lead the IF team in supporting assigned budget holders in the completion of accurate financial forecasts. Assist the Manager of Financial Reporting and Analysis in conducting necessary analysis related to forecasted data.

Representation and Coordination

- Work closely/coordinate with colleagues in other departments and represent F&A in appropriate cross-departmental initiatives.
- Represent LWR to external non-program partners including auditors, vendors, donors, public officials, and network organizations.

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Promote a culture of high performance

- Set and oversee IF work plans and regularly assess team performance against objectives. Promote a culture of high performance, continuous improvement, and exceptional client support that values learning and a commitment to quality.

Annual audit preparation and support

- Assist the Associate VP for Finance and Administration in the preparation and support for independent audits, ensuring that “prepared by client” requests are prepared and delivered on time, regulatory and compliance requirements are met, and financial statement preparation is conducted in accordance with GAAP, OMB circulars, and other requirements. Provide appropriate information regarding International Finance accounting and compliance management processes to the auditors.

Strategy and Planning

1. Support the unit in stakeholder surveys and other inputs necessary for developing multi-year and annual operating plans
2. Assist in the development and periodic review of LWR's business line strategies, policies, procedures, manuals and guidelines.
3. Support regional teams in development and implementation of business line strategies, including by tracking key political, economic and social trends
4. Support LWR in benchmarking LWR's business line strategies
5. Support the unit in engaging LWR staff at large, the leadership team, and the Board of Directors appropriately around strategic thinking, positioning, and business development

Perform other duties as assigned

- Provide support to LWR's strategic planning coordination team and serve as the principal liaison for F&A on strategic and operational IF planning activities.
- Support familiarity and compliance with LWR's safety and security procedures throughout the organization.
- Engage in ongoing professional development to learn new regulatory requirements and best business practices utilized by other organizations.

QUALIFICATIONS

1. Commitment to LWR's core values and ability to model those values in relationships with colleagues and partners
2. Bachelor's Degree in Business Administration, Finance, Business Law, or related field, CPA or Master's degree in an appropriate discipline is preferred
3. Ten (10) years of professional experience managing accounting, budget, and financial reporting operations for international non-profit organizations
4. Knowledge of U.S. accounting standards for non-profit organizations
5. Knowledge of U.S. government grant-making agencies, their policies, procedures, and regulations, Experience with government contracts preferred
6. Demonstrated ability to work effectively with local and international non-governmental organizations, community-based groups, and other grassroots organizations
7. Proficient in the design and maintenance of financial management systems supporting international operations, compliance programs, internal controls, and finance policies and procedures development
8. Exceptional analytical and innovative problem solving skills with the ability to handle multiple tasks under tight deadlines and competing priorities
9. Ability to work effectively with others at all levels of the organization
10. Effective presentation skills including the ability to successfully present complex subject matter to LWR's Leadership Team, Board of Directors, staff, and others
11. Leadership skills as a change facilitator and exceptional client-service orientation

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12. Ability to effectively manage staff located in global locations
13. Effective skills in recruiting, mentoring, and developing staff
14. Ability to travel up thirty percent (30%) of his/her time. Travel may be to countries that are experiencing political instability and have poor infrastructure including poor road conditions, limited amenities and poor housing accommodations. In addition, the travel may be to countries where infectious diseases or vector-borne diseases are present. Travel may be required to locales that experience extreme temperatures (either hot or cold) and high altitudes
15. Fluency in English with excellent verbal and written communication skills, proficiency in Spanish and/or French highly desirable
16. Proficiency with Microsoft Office, general ledger software (MIP preferred), budgeting, and database accounting systems (QuickBooks preferred) appropriate for international operations

To apply please go to www.lwr.org/jobs