

Term of Reference

Job Specification

Title	Finance Officer
Location	DKI Jakarta
Contract Type	Full Time
Report to	Operations Director
Contract Duration	7 months with possibility of extension
Estimated Start Date	August 2017
Application Closing Date	5 August 2017

Position Purpose/Objective

The objective of this assignment is to assist and support the Wahid Foundation in administering the organization financial aspect. This task may include accounting for the office and program expenditure, managing petty cash, budgeting, cash flow forecast, financial report, ensuring that all requirements of the Financial Management System, that are complied with and recommending enhancements to systems and processes as appropriate.

Accountability / Working Relationships

The incumbent will work and support the Operations Manager and the Program. This position is under management of and accountable to the Executive Director.

Specific Duties and Responsibilities

Under supervision of Operations Director, the Finance Officer will responsible for the following tasks:

1. Implement the relevant procedures outlined in Wahid Foundation's Financial Procedure within the Program accounting system.
2. Monitor and report on Wahid Foundation and its program's financial performance to identify areas for potential improvement.
3. Seek out methods for minimising financial risk to the organisation.
4. Ensuring the quality and accuracy of the Program financial report
5. Manage the day-to-day financial process for program activities and operations, applying consistency in accounting policy and procedures in accordance with international accounting standards
6. Coordinating the preparation of variance reports and providing advice to Operations Director on budget management issues
7. Monitoring the accuracy and use of activity and financial management system within the program and follow up any discrepancies
8. Manage the Program office budget, including request for fund from donors and monthly cash flow forecast
9. Cash management, including petty cash, advances, banking process, payment of claims, per diems, bank reconciliation, maintain the Program budget/expenditure reports, etc
10. Ensure that the internal controls and accounting system are implemented through providing verifications to all vouchers prior key in the transaction into the accounting system.
11. Ensure that all activities are completed and all financial outputs are achieved. Assists with collation and preparation of weekly, monthly, quarterly and six-monthly reports and other reports as requested.
12. Maintain the Chart of Accounts (CoA).
13. Monitor the management of finances including regular visits to all program sites.
14. Perform other job-related duties as assigned by the Operations Director

Qualification

1. Education & Knowledge:

- Minimum Bachelor degree in accounting, business, economics, finance, or a related field;

2. Experience:

- Minimum of eight (8) years of working experience in accounting with strong finance management experience.
- Experience with DFAT or other international donor funded program

3. Languages:

- Mastery in Bahasa Indonesia and English.

4. Personal Skills & Abilities:

- Strong interpersonal skills
- Good commercial and business awareness.
- Excellent problem-solving, analytical, technical, IT and numerical abilities are crucial.
- Skills in problem identification and resolution
- Management and leadership skills including coaching and mentoring
- Excellent communication skills are essential, particularly in regard to presenting the results of analyses to management.
- Outstanding knowledge of electronic spreadsheets
- Demonstrated ability to organize, direct, and perform high level supervisory duties in a manner conducive to full performance and high morale.