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JOB DESCRIPTION AND QUALIFICATIONS

Job Title : **Finance Assistant**
Unit : **Operations Division**
(Preparedness, Response and Hazard Monitoring)
Reporting to : **Finance Coordinator**
Supervising : N/A

Broad Statement of Function

1. Support the ASEAN-Emergency Response and Assessment Team (ERAT) Transformation Project team in cash and bank transaction;
2. Provide finance services and administrative support to the ASEAN-Emergency Response and Assessment Team (ERAT) Transformation Project;
3. Carry out any other assignments as tasked by his/her supervisor.

Primary Responsibilities

Support the ASEAN-Emergency Response and Assessment Team (ERAT) Transformation Project team in cash and bank transaction

- Assist the Project Manager of ERAT Transformation team with the transactional and reporting aspects;
- Responsible in preparing cash and bank transactions, that include prepare paper work including writing transfer form, and ensure correct authorization level is attained. Prepare bank transfer instruction for all payments;
- Liaise with the bank for foreign exchange dealing and status of transfers (incoming and outgoing transfers);
- Perform cash deposits and withdrawal, and liaise with the bank for payment instruction;
- Responsible to input financial transactions into computerized finance management system and ensuring its accuracy and timeliness;
- Ensure that the cash and bank books are daily updated;
- Perform a cash count and cash reconciliation at the end of each week;
- Perform bank reconciliation at the end of each month;
- Ensure all vouchers carry the appropriate level of supporting documentation.

Provide finance services and administrative support to the ASEAN-Emergency Response and Assessment Team (ERAT) Transformation Project

- Ensure that the hard copies of financial data are adequately filed, and that computer data is backed up weekly;



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- Sharing routine finance information to other financial staff and operational staff as agreed.

Others

- In coordination with the Training Assistant, assist in the logistics and administrative functions for events conducted under the project;
- Communicate with other officers to adhere to all necessary aspects of corporate affairs within the organization, such as financial, logistics and administration;
- Support AHA Centre emergency response operations including field deployment and or staffing the Emergency Operations Centre (EOC);
- Perform other relevant duties as assigned by his/her supervisor.

General Qualifications

Education

- Bachelor Degree in Accounting or Finance.

Experience

- At least three (3) years of experience in Accounting and Finance with proven track record in international organizations, related institutions and/or private sector;
- Experience working in an emergency response operations in an international organisation and/or private sector, desirable;
- Experience in handling a wide range of finance such as treasury, bank reconciliation, petty cash management etc. related tasks.

Key Competencies

Core Competency

- High integrity and conscientiousness;
- Ability in plan, organize and manage own workload; and proven ability to work with deadlines in accordance with set priorities;
- Ability to self-manage, take initiative and add value to the unit and organization;
- Competent level of oral and written communication skills, including experience in cross-cultural environment and international settings;
- Computer literacy and proficiency in the use of Microsoft Office tools (Word, Excel, Outlook, Powerpoint);
- Well-organised, flexible and enjoy the challenges in supporting diverse people and programmes;
- Good composure;
- Ability to project professionalism;
- Ability to work as team leader and/or team member;



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- Ability to function effectively, independently and as part of a team;
- Sound organisational skills and demonstrated capacity to exercise common sense and judgements.
