



JOB DESCRIPTION AND QUALIFICATION

Job Title:	Finance Officer.
Division:	Corporate Affairs.
Position Base:	Jakarta, Indonesia
Reporting to:	Finance Manager (Assistant Director).
Supervising:	-
Contract Period:	1 (one) year, including 3 (three) months' probation period, with the possibility of an extension.
Closing submission:	Wednesday, 16 th Aug 2023 - 11:45 pm Jakarta local time.

BROAD STATEMENT OF FUNCTION AND RESPONSIBILITIES

A. Manage and carry out activities pertaining to the day-to-day running of the financial operations of programmes and projects implemented by the AHA Centre in line with financial rules and regulations of the AHA Centre and/or Partners' guidelines:

- Carry out financial policies and procedures and accounting practices in line with the finance and administrative rules and procedures as adopted by the AHA Centre and/or Partners' guidelines;
- Ensure that all financial procedures follow principles of good governance while ensuring speedy delivery of services in the context of an emergency operations organisation;
- Ensure that appropriate systems and internal controls are implemented and maintained;
- Process financial administration, banking and payments for emergency relief operations and their supply of goods and services, in addition to the daily operations of the AHA Centre and the implemented projects of the AHA Centre;
- Ensure all transactions, including inventories, Property, Plant and Equipment (PPE), and intangible assets, are properly recorded and entered into the AHA Centre's ERP system with the accounting standards;
- Support the finance team in improving the ERP systems to ensure that all financial transactions are recorded and produce accurate financial reports and information;
- Compile, organise and maintain complete records of all accounting vouchers and their supporting documents.



B. Assist Finance Manager (Assistant Director) in monitoring the implementation of the AHA Centre Funds and/or Project Funds and managing financial resources from Partners, which may include preparation of budgets, management of cash and bank books, development of timely management information and budget monitoring:

- Administer the financial management of the AHA Centre Funds and/or Project Funds;
- Prepare monthly financial reports/statements;
- Establish and maintain cash controls and reconcile the general ledger, including preparations of journal summaries;
- Monitor cash and banks, inventories, PPE, intangible assets, advances, and prepayments;
- Manage the accounts payable and account receivables;
- Prepare monthly bank reconciliation reports;
- Monitor budget utilisation allocated to the specific programs/activities and ensure its adherence to the approved proposal, budget, work plan and all applicable procedures/SOPs/guidelines;
- Communicate and coordinate with other AHA Centre staff members to adhere to all applicable procedures/SOPs/guidelines and ensure budget spending is done correctly;
- Administer salary payment and related entitlements for staff members, if required;
- If required, prepare, review, and file payroll summaries, journals, and reports.

C. Coordinate and prepare for audit (internal and external audits), the account closing process and reporting of the AHA Centre and/or implemented projects of the AHA Centre:

- Involve in the selection of a certified public auditor for the annual audit of the AHA Centre, including implemented projects of the AHA Centre;
- Prepare annual financial reports and other required financial reports to ASEAN Secretariat, Dialogue Partners, and/or Partners;
- Prepare and present financial reports to the Dialogue Partners, Partners, Project Steering Committee, ASEAN Secretariat and/or the Governing Board, if required;
- Ensure all financial records, memos and financial reports of the AHA Centre and/or Projects are complete with correct information and supporting documents prior to submission;
- Provide support during the audit process and preparations of audit reports.

D. Support Corporate Affairs Division and Project Management Team (PMT):

- Ensures proper filing of all financial documents and compiles the source and supporting documents for all accounting vouchers;



- Ensure that the hard and soft financial data copies are adequately filed periodically;
- Assist HR/Admin Officer in managing staff insurance data and Staff salary and other data;
- Sharing routine finance information with other financial staff and project staff;
- Assist with audit preparation and provide support during the audit.

E. Carry out any other duties as tasked by the line manager:

- Perform other financial-related tasks assigned from time to time by the finance manager;
- Assist the finance manager in following recommendations made by the Governing Board regarding financial matters.

JOB QUALIFICATION REQUIREMENTS

Education

- Minimum Bachelor's Degree in one or more of the following disciplines: Finance and/or Accounting or relevant subject;
- A recognised professional accounting or finance certification will be an advantage.

Experience

- At least three (3) years of experience with a proven track record in ERP accounting systems and sound exposure to accounting standards in a government, international organisation and/or private sector;
- Require the advanced Microsoft Excel skill to analyse and process data and data analysis for the bank reconciliation with all the formulas and logic in accounting concepts;
- Exposure to relevant activities dealing with various international organisations, related institutions and/or the private sector.

Core competency

- High integrity and conscientiousness;
- Ability to multitask and work independently under pressure;
- Ability to work with deadlines in accordance with set priorities;
- Good English communication;
- Ability to project professionalism;
- Ability to work harmoniously in a multi-cultural setting as a team member;
- Well-organised, flexible, and able to respond to the challenges in supporting diverse people and programmes, specifically in demanding situations.

Technical Competency

- Sound knowledge in generally accepted accounting principles, IPSAS, preparations of financial reports and payroll systems;
- Sound computer skills, including the ability to operate spreadsheets and word processing;



- Sound knowledge in using Microsoft Dynamics Business Central;
- Good emergency management skills with exposure to disaster emergency response operations;
- Good regional and international awareness of developments in disaster management is an advantage;
- Good command of oral and written English;
- Good communication skills;
- Good relationship management skills.

APPLICATION PROCESS

The AHA Centre urgently invites the best, most-talented and highly-motivated individuals from ASEAN Member States to apply for this position.

You may apply by sending your application to human.resources@ahacentre.org, highlighting your suitability and potential contribution to the position together with a detailed CV, certified true copies of educational certificates obtained, and completed the AHA Centre Application Form, which can be downloaded at <https://ahacentre.org/job/>

Please ensure that the total size of your email, including attachments, is no more than 5 MB. Please indicate the name of the position that you are applying for in the **subject of your email**. Incomplete applications will not be considered. The Selection Panel's decision is final; only shortlisted candidates will be notified.

For more information on AHA Centre, please visit www.ahacentre.org.
