



ONE ASEAN  
ONE RESPONSE

## JOB DESCRIPTION AND QUALIFICATIONS

Job Title:	<b>Finance Officer</b>
Job ID #:	23CORE34-CAD
Division:	Corporate Affairs Division
Position Base:	Jakarta, Indonesia.
Reporting to:	Assistant Director – Head of Finance
Contract Period:	1 (one) year, including a 3 (three)-month probation period, with the possibility of an extension
Closing submission:	14 <sup>th</sup> November 2023 - 11:45 pm Jakarta local time.

### BROAD STATEMENT OF FUNCTION

- A. Administer and carry out activities pertaining to 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.**
- B. Assist Finance Manager 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.**
- C. Coordinate and prepare for audit, closing process and reporting of the AHA Centre and/or implemented projects of the AHA Centre.**
- D. Carry out any other duties as tasked by line manager.**

## PRIMARY RESPONSIBILITIES

### **A. Administer and carry out activities pertaining to 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.**

1. 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;
2. Ensure that all financial procedures follow principles of good governance while ensuring speedy delivery of services in the context of an emergency operations organisation;
3. Ensure that appropriate systems and internal controls are implemented and maintained
4. Process financial administration, banking and payments for emergency relief operations and their supply of goods and services, in addition to the daily operations of AHA Centre and the implemented projects of the AHA Centre;
5. 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;
6. Ensure effective implementation of the AHA Centre accounting system process in ERP system with all finance procedures and accuracy figure in all financial report which presenting in ERP system;
7. Compile, organise and maintain complete records of all accounting vouchers and its supporting documents.

### **B. Assist Finance Manager 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.**

1. Administer the financial management of the AHA Centre Funds and/or Project Funds;
2. Prepare monthly financial reports/statements;
3. Prepare the calculated of deferred revenue, depreciated of fixed asset and intangible asset and any other task if required;
4. Verify financial transactions and ensure compliance with the AHA Centre Finance Rules and Regulations and Verify the correctness of inventory and Plant, Properties and Equipment (PPE).
5. Establish and maintain cash controls and reconcile the general ledger, including preparations of journal summaries;
6. Monitor cash and banks, inventories, PPE, intangible assets, advances, prepayments, account payables, account receivables;
7. Prepare monthly bank reconciliation report;
8. Monitor budget utilisation allocated to the specific programmes/activities and ensure its adherence to the approved proposal, budget, work plan and all applicable procedures/SOPs/guidelines;
9. Communicate and coordinate with the AHA Centre staff to adhere to all applicable procedures/SOPs/guidelines and budget spending are done correctly;
10. Administer salary payment and related entitlements for staff member if required;
11. Prepare, review and file payroll summaries, journals, and reports, if required.
12. Ensure that all financial procedures follow principles of good governance while ensuring speedy delivery of services in the context of an emergency operations organisation.

**C. Coordinate and prepare for audit, closing process and reporting of the AHA Centre and/or implemented projects of the AHA Centre.**

1. Involve in the selection of public certified accountant for annual audit of the AHA Centre including implemented projects of the AHA Centre;
2. Prepare annual financial report and other required financial reports to ASEAN Secretariat, Dialogue Partners, and/or Partners;
3. Prepare and present financial reports to the Dialogue Partners, Partners, Project Steering Committee, ASEAN Secretariat and/or the Governing Board, if required;
4. 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;
5. Provide support during audit process and preparations of audit report.
6. Follow-up with ASEAN Member States with regard to contributions received and outstanding.

**D. Carry out any other duties as tasked by line manager.**

1. Perform other financial related tasks assigned from time to time by finance manager.
2. Assist finance manager to follow up recommendations made by the Governing Board in regard to the financial matters.

## **JOB QUALIFICATIONS 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 as accounting, ERP and sound exposure to accounting systems in a government, international organisation and/or private sector.
- Require the advance Microsoft Excel skill to analyse and process data and data analysis for the bank reconciliation with all the formular and logic in accounting concept.
- Exposure to relevant activities dealing with various international organisations, related institutions and/or private sector.

### ***Core competency***

1. High integrity and conscientiousness;
2. Ability to multitask and work independently under pressure;
3. Ability to work with deadlines in accordance with set priorities;
4. Good composure;
5. Ability to project professionalism;
6. Ability to work harmoniously in a multi-cultural setting as a team member;
7. 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 or any ERP accounting system;
- 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 extends a warm invitation to exceptional and highly motivated individuals from ASEAN Member States to apply for positions within our esteemed organisation.

To initiate your application, kindly submit a detailed application highlighting your qualifications and the potential contributions you can make to the role, include a comprehensive CV and certified true copies of your educational certificates to [human.resources@ahacentre.org](mailto:human.resources@ahacentre.org). Alternatively, you can download the AHA Centre Application Form directly from our website at <https://ahacentre.org/job/>

For the efficient handling of your application, please ensure that the total size of your email, including attachments, remains within the 5 MB limit.

To facilitate processing, kindly indicate the specific position you are applying for in the subject line of your email. Incomplete applications, unfortunately, cannot be considered.

Please be aware that only shortlisted candidates will receive notifications, and it is essential to understand that the Selection Panel's decisions are final.

For a more in-depth understanding of the AHA Centre, we encourage you to explore our website at [www.ahacentre.org](http://www.ahacentre.org)

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