



ONE ASEAN
ONE RESPONSE

JOB DESCRIPTION AND QUALIFICATIONS

Job Title	: Finance Manager / Assistant Director
Reporting to	: Director of Corporate Affairs
Supervising	: Finance Officers and Finance Assistants
Duty Station	: Jakarta, Indonesia
Duration	: 3 (three) years with possible extension
Vacancy Closing	: Thursday, August 18, 2022 at 11:45pm Jakarta Time

Broad Statement of Function

- A. Responsible for managing the day-to-day activities of the Finance & Accounting Unit, ensuring the financial function is organised; projecting professional financial management and efficiency, and producing complete and accurate financial and management accounts;
- B. Responsible for monitoring and compliance with Financial Rules and Procedures as well as Accounting and Finance SOPs are being fully implemented;
- C. Provide direct support to the Directors and Senior Managers on all matters of financial and project administration, which may include advice and recommendation on financial strategy for the organisation;
- D. Ensure effective use of resources across the programme, which may include preparation of budgets, management of cash and bank books, development of timely management information and budget monitoring;
- E. Responsible for the development of internal & external financial reports and coordinating external and internal audits of the organisation.

Duties and Responsibilities

- A. Responsible for managing the Finance & Accounting Unit's day-to-day activities, ensuring the financial function is organised, projecting professional financial management and efficiency, and producing complete and accurate financial and management accounts.
 - 1. Responsible for managing AHA Centre Fund, project funds and other funds managed by AHA Centre, including supervising finance staff associated with the funds;
 - 2. Provide technical and management guidance to staff for day-to-day operations of the Finance and Accounting Unit;
 - 3. Ensure that appropriate systems and internal controls are implemented and maintained;
 - 4. Ensure that the Operational Divisions and other staff are well informed and trained on all developments in financial and project administration policy;
 - 5. Ensure practical training and implementation of the AHA Centre accounting system process;

6. Promote and develop an environment of compliance ;
7. Continually train finance staff to understand and adhere to all finance procedures;
8. Increase capacity of Finance and Accounting Unit and Project Management Teams according to international best practices in financial management.

B. Responsible for monitoring and compliance with Financial Rules and Procedures as well as Accounting and Finance SOPs are being fully implemented

1. Verify financial transactions and ensure compliance with the AHA Centre Finance Rules and Regulations;
2. Coordinate and verify monthly and yearly closing of accounts and ensure accuracy and timeliness of financial reports;
3. Review quarterly financial and narrative reports for submission to the AHA Centre's Senior Management Team, ASEAN Dialogue Partners and other partners.

C. Provide direct support to the Directors and Senior Managers on all matters of financial and project administration, which may include advice and recommendation on financial strategy for the organisation.

1. Responsible for the development and improvement of existing financial policies, systems, and practices to ensure the efficiency of financial operations;
2. Work closely with the CAD Director to improve the financial strategy and reporting mechanism;
3. Take charge of the organisation's risk management and mitigation;
4. Analyse financial transactions, and provide financial analysis for management decision-making.

D. Ensure effective use of resources across the programme, including preparation of budgets, management of cash and bank books, development of timely management information and budget monitoring.

1. Review and update annual budgeting guidelines;
2. Review standard cost for budgeting purposes;
3. Responsible for budget development process in coordination with heads of divisions and project coordinators;
4. Review and consolidate budget proposals submitted by heads of divisions and project coordinators for further review and approval processes by the Senior Management Team and/or Dialogue Partners/partners as required;
5. Oversee the availability of funds and manage the cash flow;
6. Ensure availability of up-to-date financial information, including accurate budget monitoring;
7. Compile, produce and monitor budget and produce budget vs actual report;
8. Review overall financial reports on a monthly basis to ensure accuracy of the information;
9. Verify the correctness of inventory and Plant, Properties and Equipment (PPE).

E. Responsible for developing internal & external financial reports and coordinating external and internal audits of the organisation.

1. Ensure that all financial reporting requirements are being adhered to and met efficiently and effectively;
2. Prepare financial reports that include a monthly report, quarterly report, semi-annual report and annual report, which may consist of a consolidated report amongst the projects;

3. Review the financial report post-emergency operations and ensure the accuracy of the financial report;
4. Responsible for the Annual Financial Closing that includes preparation of closing schedule and checklist, review of closing checklist for all accounts and its supporting documents;
5. Generate Trial Balance & Prepare Financial Statements following IPSAS no. 1;
6. Review and post auditor's adjusted journal entries;
7. Develop Term of Reference (TOR) of the External Auditor and Internal Auditor;
8. Facilitate internal and external audits and work with the team and auditors to ensure timeliness of the production of audit reports;
9. Support the internal and external audits process and ensure the implementation of all recommended and agreed improvements suggested by the Senior Management Team.

F. Others

1. Assist the Corporate Affairs Director in follow-up with the ASEAN Member States with regard to contributions received and outstanding;
2. Assist Corporate Affairs Director in facilitating and preparing financial information, including the annual budget and other financial matters for the Budget Committee and the Governing Board;
3. Assist Corporate Affairs Director in following up on recommendations made by the Governing Board in regard to financial matters;
4. Perform other tasks assigned from time to time by the Corporate Affairs Director or the Executive Director.

General Qualifications

Education

Minimum of Master's Degree in Accounting, Finance Management or having a professional degree equivalent to Certified Public Accountant (CPA).

Experience

- At least ten (10) years of experience with a proven track record and exposure to financial accounting, trust fund management and relevant programme coordination activities dealing with financial matters in various international organisations, related institutions and/or private sector;
- At least five (5) years of experience working in a managerial/supervisory position in finance with a proven track in international organisations, related institutions and/or private sector;
- Solid understanding of compliance procedures as a result of regulatory changes;
- Proven knowledge of computerised systems and demonstrable experience of working with computerised accounting packages and spreadsheets;
- Familiarity with SunSystem, Microsoft Dynamic and Enterprise Resource Planning/ERP system will be an advantage;
- Experience in financial audit and knowledge in IPSAS will be an advantage;
- Experience working in emergency response operations and activities;
- Preferably possesses knowledge of financial laws and statutory requirements;
- Excellent time-management and organisational skills;
- Excellent communication, interpersonal and leadership skills;
- Problem solver and critical thinker mindset.

Competency Profile

Core Competency

- Demonstrates expertise in a variety of the field's concepts, practices, and procedures;
- High integrity and conscientiousness;
- Good leadership skills, ability to lead and motivate other team members;
- Excellent communication skills with the ability to work with colleagues and clients of all levels;
- Excellent English proficiency, both oral and written;
- Analytical and planning skills;
- Ability to multitask and work independently under pressure;
- Ability to project professionalism and produce quality financial management information and analysis;
- Ability to monitor donor contracts and produce high-quality and timely reports;
- Good composure;
- Ability to create a culture in which accuracy and attention to detail is valued;
- Ability to work as a team leader and/or team member;
- Ability to work in a multi-cultural setting.

Technical Competency

- Proficient knowledge in:
 - Budgeting, treasury and accounting process;
 - Computerised accounting programmes;
 - Accounts payable and accounts receivables;
 - Generally accepted accounting principles;
 - Experience with IPSAS is an advantage;
 - Preparations, analysis and produce high-quality financial reports and statements;
 - Audit and experience dealing with internal and external audits.
- Exposure to disaster emergency response operations;
- Awareness of regional and international developments in disaster management is an advantage.

Managerial Competency

- Good people management;
- Ability to identify, develop, and apply staff competencies and relate to their job roles, responsibilities, and future career enhancement;
- Ability to establish prevention and detection internal controls to address potential risks to ensure efficiency and effectiveness of the operations;
- Ability to support the leadership of the organisation;
- Demonstration of a strong commitment to providing timely, high quality and professional financial service to internal and external customers;
- Awareness of regional and international issues;
- Ability to facilitate operations.

Application Process

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

Before the closing date, please submit 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 completing **the AHA Centre Application Form**, which can be downloaded at www.ahacentre.org/opportunities.

Please ensure that the total size of your email, including attachments, is **no more than 5MB**.

Please **indicate the name of the position you are applying for on the subject of your email**.

Incomplete applications will not be considered. The selection panel's decision is final, and only shortlisted candidates will be notified.

Your application will be assessed on your ability to demonstrate or have the potential to develop the required skills, knowledge, experience, and qualifications to perform the role proficiently. Relevant examples and accomplishments will strengthen your application. For more information on the AHA Centre, please visit www.ahacentre.org.
