



## JOB DESCRIPTION AND QUALIFICATIONS

Job Title : **Finance Officer**  
Unit : **Corporate Affairs Division**  
Reporting to : **Finance Coordinator**  
Supervising : **N/A**

### 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 Coordinator in monitoring the implementation of the AHA Centre Funds and/or Project Funds and managing financial resources from Partners;**
- 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. 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;
  - 4. 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;
  - 5. Compile, organise and maintain complete records of all accounting vouchers and its supporting documents.
- B. Assist Finance Coordinator in monitoring the implementation of the AHA Centre Funds and/or Project Funds and managing financial resources from Partners.**
  - 1. Administer the financial management of the AHA Centre Funds and/or Project Funds;
  - 2. Prepare monthly financial reports/statements;
  - 3. Establish and maintain cash controls and reconcile the general ledger, including preparations of journal summaries;



4. Monitor cash and banks, inventories, PPE, intangible assets, advances, prepayments, account payables, account receivables;
5. Prepare monthly bank reconciliation report;
6. 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;
7. Communicate and coordinate with the AHA Centre staff to adhere to all applicable procedures/SOPs/guidelines and budget spending are done correctly;
8. Administer salary payment and related entitlements for staff member, if required;
9. Prepare, review and file payroll summaries, journals, and reports, if required.

**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.

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

## **Job Qualification**

### ***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 seven (7) years of experience with proven track record and exposure to disaster assessment and analysis and emergency response operations in a government, international organisation and/or private sector;
- Experience working in disaster management area and emergency response operations in an international organisation and/or private sector;
- Exposure to relevant activities dealing with various international organisations, related institutions and/or private sector.



## Competency Profile

### *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*

1. Sound knowledge in generally accepted accounting principles, IPSAS, preparations of financial reports and payroll systems;
2. Sound computer skills, including the ability to operate spreadsheets and word processing;
3. Sound knowledge in using Microsoft Dynamics Business Central;
4. Good emergency management skills with exposure to disaster emergency response operations;
5. Good regional and international awareness of developments in disaster management is an advantage;
6. Good command of oral and written English;
7. Good communication skills;
8. Good relationship management skills.

### **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.

You may apply by sending your application to [human.resources@ahacentre.org](mailto: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 [www.ahacentre.org/opportunities](http://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** that you are applying for on the subject of your email.

Incomplete applications will not be considered.

Application for the position should reach us before the **24<sup>th</sup> June 2022** midnight Jakarta time.

The Selection Panel's decision is final and only shortlisted candidates will be notified.

For more information on the AHA Centre, please visit [www.ahacentre.org](http://www.ahacentre.org)

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