

## Finance and Admin Officer

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Company: Halokerja

Location: Indonesia

Category: other-general

JobnumberS01289Contract TypeEmployeeClosing date30-Mar-2022Posting Start Date16-Mar-2022LocationINDONESIAADuty StationJakartaDuty Station StatusN/ADuration6 MonthsAccompanied StatusN/AGradeNot applicableJob PurposeThe Finance & Admin Officer will be responsible for ensuring the delivery of daily program administration and finance tasks mainly focussed on the logistic support and program finance technical tasks; assisting the NS's logistical requests relating to meeting venues, travel and working advance settlements; maintaining good relationship with external consultants and stakeholders particularly relating to CP3 (Community Epidemic and Pandemic Preparedness), the Polio Eradication Campaign as well as WASH initiatives.The Finance & Admin Officer will work under direct supervision and technical support from Program Finance and Admin Senior Officer as well as the Health and WASH Coordinator at IFRC CCD Indonesia and Timor Leste.Job Duties and ResponsibilitiesThe Incumbent will work closely with the IFRC Health and WASH program team to execute the following tasks:Administration tasks:Review and submit any Health & WASH administrative and finance documents as per federation rules and system.Supporting health & WASH team to organize any meetings, workshop, and training sessions required by the programs. These tasks including but not limited to arranging meeting venues, accommodation, and any transportation issues in close Coordination with Health Assistant, IFRC Admin, Procurement and Finance department.Maintaining and updating filling management in IFRC Public Share. These will be including filing document of projects (project agreement, reports both narrative and financial, documentation such as photos, videos, minutes meetings, and any other relevant documents), updating asset

registration and inventory checking list in close coordination with any related unit in IFRC, such as IT and procurement. Completing e-contract and payment process of consultancy under Health and WASH program based on IFRC regulation. Program Finance tasks: Assisting National Societies with working advance settlement in monthly basis. Checking supporting documents for NS settlement are completed based on technical guidelines in SK17 and Project Agreement. Assisting program staff with travel expenses and working expenses reimbursement/settlement. Assisting program for requisition submission as needed. Supporting Senior Finance Officer to prepare budget monitoring and analysis for all pledges under health and WASH program, including accrual report. Supporting Program Finance Senior Officer collecting data to create Budget versus Actual Analysis under PMI program budget. Education: University degree in relevant field (Finance, Accounting, Management, Business Administration). Relevant post graduate qualification/technical training (or equivalent experience) is preferred. Experience: 2– 5 years of experience with minimum of 2 years working in the area of expertise. Experience in business administration and financial field of work. Involved in at least one financial audit process is preferred. Experience in organizing events and having good presentation skills. Experience in working with Government Ministries and high-levels stakeholders is preferred. Strong knowledge working with Non-Profit Organisations and donors. Strong knowledge in standard procurement regulations and arranging travel itineraries. Strong experiences in the work field with multitasking environment. Knowledge, Skills and Language: Knowledge in business writing skills both in Indonesia and English language. Good communication and interpersonal skills for effective working relation and good decision making. Ability to prioritize, work well under pressure and meet deadlines. Able to achieve results through collaboration/teamwork. Ability to adapt and adjust to change, take extra miles to accomplished work task. Good representation and facilitation skills. Ability to work well in a multicultural team and in a changing environment. Computer skills: Windows, Word Processing, PowerPoint, Excel & Ability to use video conferencing application i.e Microsoft Teams, Zoom etc. Able to travel to project area if required. Fluently spoken and written English. Comments: In order for us to assure a proper comparative evaluation of your application for this vacancy and to enable us to consider your profile against other similar current and future vacancies, we ask that applicants submit their applications together with a letter of motivation no later than 30 March 2022. Important Note: Please note that the selected candidate will be hired through a national contract under Indonesia labor law. The incumbent is responsible to abide by Federation policies, procedures, plans

and the applicable lawsThe closing date is midnight Geneva time zone. Applications received after the closing date will not be considered;Only those candidates shortlisted for interviews will be notified.The position will be based in Jakarta thus Indonesian as well as foreign applicants with valid and current residence and work permits in Indonesia are encouraged to apply.Develop data-backed business strategies and support the business teams in executing the strategies.Draw up project plans and communicate effectively acrossâ|At least 8 years of overall experience, and 4 years experience in digital marketing, brand management, advertising, and other related fields. Job Id 139d9329743f363b Location CompanyTypePrivateEmployment Status Permanent PositionsAvailableExperience Male/Female ContactSponsored byhttps://www.halokerja.id connects jobseekers and recruiters by accurately matching candidateprofiles to the relevant job openings through an advanced 2-way matching technology. While most jobportals only focus on getting candidates the next job, Shine focuses on the entire career growth ofcandidates.

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