

Indonesia Jobs Expertini®

Junior Finance Operations Executive

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Company: PT Revolusi Cita Edukasi

Location: Indonesia

Category: other-general

As a fully distributed company our entire team works remotely, so you will have the chance to be based anywhere you will want. We work on WIB timezone (and here a sneak peek of our culture & values)

At RevoU, we are on a mission to transform the state of higher education in Southeast Asia, and together with it, the lives of millions of people.

We are building a more effective alternative to traditional universities and vocational schools, rethinking how education should serve both students' and employers' needs in Indonesia's booming digital economy.

Working hand in hand with industry leaders, top companies, and learning scientists we develop together the most effective programs to deliver the learning that today's job market needs. We obsess about our students' success and are relentlessly driven by unlocking each of our student's full potential, regardless of their background.

In our first 3 years, we have already helped thousands of students transform their careers in our journey to become the leading higher EdTech player in Southeast Asia. Our relentless focus on student success allowed us to build our reputation as the best platform to learn the most in-demand skills for today's rapid changing economy.

In business terms, this is translating into a triple digit growth trajectory (y-o-y) of our top line, combined with positive unit economics and overall profitability on our bottom line.

If you are looking to have a real impact on people's lives by giving them the education needed to change their professional lives for the better, we might have a role for you!

About the RoleAs a Junior Finance Operations Executive, you will be part of our Finance

team to support the fast scaling of our organization from a finance and operational perspective. You will be in charge of a variety of tasks, more specifically you will: Prepare invoices for all customers and contractors and make sure it is paid on time. Work closely with vendors and other teams to keep accurate records of transactions. Provide supporting documentation for other teams, including cancellation notes, legal documents, and other letters needed. Sending and keeping track of contractual matters with our partners and suppliers, including our contractors and students. Assist in preparing monthly Bukti Potong PPh 21 and make sure it is sent on time to our external contractors/mentors/vendors. Assist in requesting and collecting Bukti Potong PPh 23 from our customers/vendors. Assist in the merchandising process for student and other team requests. Be in charge in any ad-hoc projects you will be working on from time to time

Requirements

As a Junior Finance Operations Executive, what you will need: Highly organized and attentive to details: as a team working with a lot of data, you have impeccable attention to detail and a high-standard approach to your work. You will need that all process details are accurate and enjoy double-checking your work to avoid mistakes. You enjoy ensuring that all bank account numbers consist of 10-digit numbers. You get bothered if something is out of place. Ability to get things done: As in most early-stage startups, we are firing on all cylinders and need to execute fast. This means that you need to be comfortable in getting your hands extremely dirty and get things done, at a very high level of intensity and quality. Owning many processes from start to finish. If you are someone who is used to or prefers to delegate the execution to someone else, this role is NOT for you. Fast learner and high willingness to learn: as a fast-growing startup company, you need to be quick to learn new things. In every part of our work, there is always room for improvement and growth. We believe that every moment is an opportunity to improve yourself and your work. Comfortable handling large data sets: this work will require you to work with a lot of data that has various issues. This is your chance to improve the efficiency and effectiveness of your work by looking for “shortcuts” or “formulas” to speed up your performance. Be a collaborative team member as well as an independent self-starter: as one of our values is Kindness, we believe that we have to support each other to achieve common success. By handling a project together, you can also learn from it and apply effective ways in your day-to-day work. Other: Background in Finance, Accounting, Tax, or related.

Benefits

Our first promise - the ride of a lifetime

You will be joining the company in its most exciting phase, where things will move and change at a crazy pace and where the impact you will have on the overall business trajectory will be huge.

Our company growth will mean much faster career growth than other companies of similar size. Our most talented junior employees who joined us 2 year ago, are for example now in charge of entire teams, working on some of the most exciting strategic and operational topics within the education industry.

The second promise - a good place to work

We are building a company that takes the growth of its employees on the same level as that of its students. It's our mandate to make every one of our employees perform at the maximum of their capacity so that they can do here, at RevoU, the very best work of their lives.

In practical terms:

You can read more in our Culture manifesto

The third promise – you will feel proud about your work

We believe that finding a fulfilling career should be among the most important priorities in one's life and that today's job market offers endless opportunities to change the lives of many, for the better. You will play a fundamental role in making this possible.

And nothing will beat the sense of accomplishment once you will see that happening.

Especially once you see that happening at scale.

You can see the impact we had on some of our students by reading some of their reviews

These are 3 most important promises we are making to you.

If you are looking for typical 'startup' benefits: flexible and remote working environment (fyi - only 50% of our staff live in Jakarta), a very attractive package, premium health insurance, etc => we are offering you all these benefits as well

But don't join us for these, join us first and foremost for the 3 reasons above.

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