

Job Vacancy

Admin and Finance Officer

Background

Institute for Essential Services Reform (IESR) is an Indonesia think tank on energy and environment, based in Jakarta. IESR aims to accelerate low carbon energy transition in Indonesia and address its impacts to Indonesia economy and society. IESR produces data and science based analysis for policy makers, stakeholders and public.

IESR is looking for an Admin and Finance Assistant. The person in this position will assisting Program Manager of CASE Project's and Executive Director for outcome of the project.

The person is responsible for maintaining financial and administration documents and supporting program activities. S/he will work under Admin and Finance Manager.

IESR is seeking a high motivated, experienced, and qualified candidate to join our dynamics team.

The key roles and responsibilities

- Handle Petty Cash Transaction.
- Prepare disbursement and journal vouchers
- Record all transaction related to the office operation in computer system for general ledgers.
- Provide administrative support especially for consultant, workshop, seminar training, ordering, and receiving goods and office supplies.
- Prepare staff advance.
- Provide travel arrangement for staff (ticket reserving, visa applying support, etc)
- Booked and maintain IESR equipment/facilities.
- Maintain and filling finance and admin documents.
- Assisting external audit.
- Prepare and settle account receivable and account payable.
- Assisting AFM for audit preparation.

Qualification

- Good organizational skills and diligent attention to details associated with documenting activities to maintain accurate and complete program-records
- D1/D3 Accounting or Administration
- 3 years experiences in the same position
- Excellent time-management skills
- Ability to manage multiple tasks and deadlines
- Proficient in the use of Microsoft Office word processing and spreadsheet software, data entry, Internet and email and standard office equipment
- Experience in operating Software Accounting is advantage.
- Demonstrated initiative, tact and high sense of responsibility and discretion and confidentiality.
- Indonesian nationality.

Salary: IESR's rate, depends on qualifications

Starting date: end of Feb/Mar 2022

How to apply

- Candidate to download application form from IESR website.
- Send the completed application form, together with an application letter and latest CV, recommendation letter to hrd@iesr.or.id before February 11th, 2022.
- Only qualified candidate will be called for test and interview.