

VACANCY

Position: Finance Coordinator.

Background

Institute for Essential Services Reform (IESR), a think tank in energy and environment, aims to transform Indonesia's energy sector to reach net-zero emissions by 2050. Finance Coordinator plays an important role in coordinating finance assistants to support its program.

About the Position

IESR is looking for a Finance Coordinator. The person in this position will assist the Operation Manager and Executive Director to ensure robust financial procedures and support the outcome of programs.

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

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

The key roles and responsibilities

- Supervises the accounts department and preparation of the annual budget/monthly forecast and risk reporting, cost control, and analysis of budget deviations.
- Ensures compliance with statutory reporting requirements and regularly assesses the financial situation (including treasury) of the Organization.
- Contributes to reliable forecasts and budget data to managerial decision-making on tactical (current fiscal year) and strategic (next fiscal year) matters.
- Oversees day-to-day financial management and maintenance of offices.
- Check the use of Petty Cash Transactions.
- Check disbursement and journal vouchers.
- Check records of all transactions related to the office operation in the computer system for general ledgers.
- Assisting external audit by the donor and by the external auditor
- Check all settled accounts receivable and accounts payable.

Qualification

- Good organizational skills and diligent attention to detail associated with documenting activities to maintain accurate and complete program records.
- 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 a must.
- Demonstrated initiative, tact, and a high sense of responsibility and discretion and confidentiality.
- Good health and fit.
- Indonesian nationality.
- Fluent in English both writing and speaking.

Required skill and experiences

- Minimum bachelor in accounting and/or finance
- Minimum 7 years of experience in the same position.

Starting Date

Expected start in September 2023, with 3 month's probation.

Salary

This position is a senior-level position. The salary will be commensurate with the candidate's qualifications and experiences.

How to apply

1. Candidate to download the application form from IESR website.
2. Send the completed application form, together with an application letter and latest CV to hrd@iesr.or.id before August 20th 2023.
3. Only qualified candidates will be called for the test and interview.