

Job Vacancy

Administrative and Finance Officer

Background

Institute for Essential Services Reform (IESR) is a Jakarta-based think tank on energy and the environment. It aims to accelerate Indonesia's low-carbon energy transition and address its impacts on the Indonesian economy and society. IESR produces data and science-based analysis for policymakers, stakeholders, and the public.

IESR is looking for an Administrative and Finance Officer. The person in this position shall assist the Operation Manager and Executive Director in executing administrative and financial works to support the organization.

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

IESR seeks a highly motivated, experienced, and qualified candidate to join our dynamics and growing team.

The key roles and responsibilities

- Prepare disbursement and journal vouchers.
- Record all transactions related to office operations in the computer system for general ledgers.
- Provide administrative support for consultants, workshops, seminar training, and the ordering and receipt of goods and office supplies.
- Assisting staff with advance and expense reports.
- Make sure all expenses are reported on time.
- Provide travel arrangements for staff (ticket reserving, visa applying for support, etc.)
- Record assets/equipment and maintain IESR's equipment and facilities.
- Maintained and filled finance and admin documents.
- Assist external audit.
- Prepare and settle accounts receivable and accounts payable.
- Assist the Operation Manager with audit preparation.

Qualification

- Good organizational skills and diligent attention to detail associated with documenting activities to maintain accurate and complete program records.
- Minimum Diploma-3 (D3) Accounting or Administration.
- Minimum has three years of experience 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 an advantage.
- Demonstrated initiative, tact, and a high sense of responsibility, discretion, and confidentiality.
- Indonesian nationality.
- Able to speak and write in English (intermediate level).

Salary: IESR's standard, depends on experience and qualifications

Starting date: January 2025

How to apply

- Candidates are to download the application form from the IESR website.
- Send the completed application form, an application letter, and the latest CV and recommendation letter to hrd@iesr.or.id before **December 31th, 2024**.
- Only qualified candidates will be called for a test and interview.