

Job Vacancy

Position	: Manager Finance and Procurement
Nature of Work	: Full-time (40 hrs/week)
Duty station	: Jakarta, Indonesia (hybrid mode)

Manager of Finance and Procurement: Powering the Energy Transition through Financial Excellence

Institute for Essential Services Reform (IESR) is Indonesia's leading energy and climate policy think tank. We drive high-impact narrative and policy changes across power systems, industrial decarbonization, and sustainable mobility. To support our mission of a zero-emission energy system, we are seeking a meticulous and strategic **Manager of Finance and Procurement** to lead our financial operations and ensure the highest standards of accountability.

The Opportunity

As a member of senior management, you will report directly to the **Director of Finance and Operations**. You will be the guardian of IESR's financial health, coordinating complex budgeting, multi-layered procurement across program, and rigorous compliance to ensure every rupiah supports our climate action goals.

- **Nature of Work:** Full-time (40 hrs/week).
- **Duty Station:** Jakarta, Indonesia (Hybrid mode).
- **Onboarding:** February 2025.

Key Responsibilities

1. Financial Stewardship & Budgetary Planning

- **Budget Excellence:** Coordinate annual budget preparation across all units to ensure alignment with organizational strategy and mission needs.
- **Performance Monitoring:** Conduct periodic reviews of budget realization and propose strategic revisions to address significant deviations.
- **Reporting:** Lead the preparation of monthly, quarterly, and annual financial reports, as well as donor-specific accountability reports in accordance with contracts.

2. Strategic Procurement & Vendor Management

- **Process Optimization:** Define and oversee procurement methods based on transaction value and organizational rules.

- **Due Diligence:** Manage technical and financial evaluations and conduct thorough due diligence for all vendors.
- **Contract Management:** Coordinate BAST/BAK documentation to ensure accurate and timely vendor payments.

3. Transactional Oversight & Tax Compliance

- **Precision Recording:** Standardize accounting processes to ensure all transactions are recorded accurately and consistently within the system.
- **Tax Integrity:** Review bank reconciliations and ensure full compliance with VAT and Income Tax obligations, including maintaining all proofs of payment.

4. Integrity, Compliance & Internal Control

- **Anti-Fraud Leadership:** Monitor multi-layered approval mechanisms for all financial transactions in strict accordance with anti-fraud SOPs.
- **Audit Readiness:** Standardize physical and digital archiving (3-layer system: physical, cloud, and external backup) to ensure seamless internal and external audits.
- **Continuous Improvement:** Coordinate and resolve all findings from internal and external audits.
- **Leadership:** Manage and mentor finance staff and consultants to foster a culture of excellence.

Qualifications, Competencies, and Experience

We are looking for a finance professional who combines technical mastery with a commitment to transparency.

- **Education:** Bachelor's degree in accounting or finance. An advanced degree and/or having a CPA is preferred.
- **Experience:** A minimum of 5 years of relevant experience is required, with a background in a reputable auditing firm highly preferred.
- **Communication:** Fluent in **Bahasa Indonesia and English** (verbal and written) with excellent interpersonal skills.
- **Technical Skills:** Expert proficiency in MS Office, finance and accounting software, and modern project management tools.
- **Attributes:** Ability to work under pressure in an intercultural environment, high demand, strong planning skills, and willingness to work long hours.

Why Join IESR?

- **Competitive Compensation:** Salary and benefits commensurate with your qualifications and experience.
- **Three-Year Commitment:** A stable contract with potential for extension.

- **Institutional Impact:** Play a pivotal role in the financial sustainability of Indonesia's energy transition.

How to Apply

The deadline for applications is **January 15, 2026**.

1. Download the official application form from the **IESR website**.
2. Submit the completed form, an application letter, your latest CV (with picture), and a writing sample.
3. **Writing:** Provide an **800-word motivation letter**, expressing your desire to work and contribution to support IESR's vision and mission.
4. Email all materials to hrd@iesr.or.id.

Only qualified candidates will be contacted for testing and interviews.