Konservasi Indonesia is a national foundation established to support sustainable development in the country. We are the main partner of Conservation International in Indonesia. For more information, please visit: www.konservasi-id.org

We envision a healthy and prosperous Indonesia where biodiversity is valued and preserved. With offices and project sites across Indonesia, we promote a sustainable landscape-seascape approach and establish partnerships with multiple stakeholders across sectors and jurisdictions to deliver lasting impacts for people and nature in Indonesia.

As we are constantly expanding, we are currently hiring to fill the following position for our office in Tapanuli Selatan:

**Finance Assistant**

*(Code: FA)*

Yayasan Konservasi Indonesia (KI), the main partner of Conservation International (CI) in Indonesia, envisions a healthy and prosperous Indonesia where biodiversity is valued and preserved. With offices and project sites across Indonesia, we promote a sustainable landscape-seascape approach and establish partnerships with multiple stakeholders across sectors and jurisdictions to deliver lasting impacts for people and nature in Indonesia.

To support our conservation effort for Sundaland ecoregion, we are seeking a qualified candidate as finance assistant that responsible to assist the Finance & Accounting Senior officer in the implementation and record keeping and validation of the financial transactions based on the financial procedures/requirements of the organization and donors. Provides support in finance area to program staff to ensure good practices and compliances with accounting standards, organization and donor’ policies and procedures.

Financial support-related duties include assisting to oversee day-to-day financial transactions including check requests, classes, reimbursements, and providing related analysis. This position also provides operational, administrative support, and providing related ad-hoc operational support.

This position does not supervise staff. Duties are performed under general supervision.

**KEY RESPONSIBILITIES**

**PETTY CASH**
- Handling petty cash for South Tapanuli office (create vouchers, ask review and approval)
- Enter transactions according to account code into computerized finance system and GL, ensure proper donor coding
- Preparing monthly PC reconciliation
- Regularly conduct cash count & count cycle
- Collecting disbursement amounting maximum Rp 750.000 from staff daily
- Ensure complete document of all disbursement

**REVIEWING FINANCE DOCUMENT**
- Review AAF, TAF, PR and others document to comply with Konservasi Indonesia regulation with adequate supporting documents
- Review Travel Expense Report to comply with Konservasi Indonesia regulation with adequate supporting documents.
- Review Activity Expense Report to comply with Konservasi Indonesia regulation with adequate supporting documents
- Ensure Travel/ program advances are cleared in timely manner
- Review complete document from vendor, Speaker, Consultant or other partner before submit for payment
- Prepare and produce monthly Finance Reports including maintain hardcopy of finance report and prepare reconciliation of balance report for South Tapanuli office and deliver to Medan office.
COORDINATION
- Maintain close coordination with Medan office and other North Sumatera team in terms of correspondence, communication and collaboration to ensure North Sumatera program implementation run smoothly on the ground. Active coordination in all task with Finance Medan & Jakarta.

QUALIFICATIONS
- Diploma in Finance or Accounting with min 1 year of progressively responsible accounting experience.
- Competency in Microsoft Office software and analytical skills.
- Good command of English (reading, writing, speaking and understanding).
- Demonstrate detail focus, an ability to follow procedures, meet deadlines, work independently and cooperatively with team members.
- Knowledge of computerized accounting system is preferred.
- Poses Tax Knowledge.

ADDITIONAL QUALIFICATIONS
- Prior USAID or NGO experience will be an added value.

WORKING CONDITIONS
- Typical office environment. May need to work beyond normal work hours to meet payment deadlines.
- No travel is expected.

Please send your current resume and cover letter (no more than 4 pages) to: indonesia.hrd@konservasi-id.org

Please fill the “subject” column of the e-mail with this format:
< FA > - < your name >

Closing date for the application is Nov 3, 2023
(Only short-listed candidates will be notified).