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 Jakarta:

**Finance and Accounting Officer**

(Code: FA-O)

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. Seeking for qualified candidates to

The position is responsible to assist the Finance & Accounting Senior Coordinator 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 with contract administration and overseeing 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**

- Safeguard and manage the petty cash fund, ensuring its security and accurate accounting. Receive and record requests for petty cash disbursements, review supporting documentation, issue cash according to established policies and limits and conduct cash count.
- Review Travel Expense Report and Activity Expense Report, ensure Travel/program advances are cleared in timely manner.
- Prepare financial vouchers. This includes receipts, proper account and donor coding, accurate computations in each voucher and supporting documentation for each disbursement. Ensure that all transactions are legitimate business purposes and comply with KI policies and guidelines, i.e: properly authorized and supported by valid receipts or invoices.
- Facilitate approvals to the transactions as per YKCI Level of Authority
- Proceed the payment/dispursement of funds as Jakarta payment schedule after the bill or request is received, ensure to follow the bank day arrangement.
- Enter transactions accurately and timely into computerized finance system and GL and ensure the completeness of supporting documents attached to the in BW, including created VMF and upload document related to in BW as well.
- Prepare the monthly bank/petty cash reconciliation and financial report. Identify any discrepancies, investigate their causes, and take appropriate corrective actions.
- Maintain and organized records/documents of all transaction. This includes receipts, vouchers, and supporting documentation for each disbursement in hard copy and e-file documents.
- Prepare vendor monthly tax calculation and report to Finance & Accounting Jakarta. Entry to DJP Online System, managing tax file archive, including disbursement of PPh21/23 document to vendor/consultant.
- Manage cash flows, including forecasting cash needs, monitoring bank balances, optimizing cash positions and preparing monthly cash request.
Assisting Finance & Accounting Senior Coordinator to provide any data of transaction needed for internal or external audit.
Communicate effectively with bank and third party to smooth payment process.
Perform related duties as assigned.

ADDITIONAL RESPONSIBILITIES
- Implement best practices of Financial Systems and Processes to enhance efficiency, accuracy, and data integrity.
- Not responsible for managing an individual budget or public or private funds but reviews for compliance with organization policies and external partner/donor agreements.

QUALIFICATIONS
- Academic degree level in finance or accounting; or 3 years of progressively responsible accounting experience.
- Competency in Microsoft Office software and analytical skills.
- Good command of English (reading, writing, speaking, and understanding)
- Able to work independently and with minimal supervision.
- Demonstrate detail focus, an ability to follow procedures, meet deadlines, work independently and cooperatively with team members.
- Ability to maintain a positive attitude, service focus, and work independently and as part of a diverse team.
- Knowledge of computerized accounting system is preferred.
- Poses Tax Knowledge

ADDITIONAL QUALIFICATIONS
- Experience in dealing with vendor and procurement process, ability to work under general supervision.
- Prior USAID or NGO experience will be an added value.
- Good interpersonal and teamwork skills.

WORKING CONDITIONS
- Typical office environment. May need to work beyond normal work hours to meet 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-O > - < your name >

Closing date for the application is **May 3, 2024**
(Only short-listed candidates will be notified).