

**SENIOR FINANCE MANAGER
(PKWT Modality - Bogor Based)
Term of Reference**

Role:

Senior Finance Manager

Report to:

Executive Director

Overall Purpose of the Position:

To support line manager to ensure that financial management reports and approved budgets are accurate, timely, relevant, in compliance with the agreements with donors by reviewing all outputs and work of the Finance officers and other finance staff as needed.

Responsibilities:

Financial Management

- Provide line manager with monthly reports on the financial situation of the Indonesia operations including but not limited to Institution's and specific projects' cashflow, investments, reports submissions, and key challenges in terms of budget management;
- Provides oversight on Finance Management in the Indonesia office of Samdhana and ensure the accuracy of the financial reports prepared;
- Ensure the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements; and financial audits;
- Provides the organization Annual Financial Report for institutional audit;
- Verify monthly payroll calculation (Salary, BPJS Ketenagakerjaan, BPJS Kesehatan, if any, and Health Insurance) prepared by HR;
- Discuss the programming in Quick-books to ensure that the monthly project variance reports (budget vs. actual expense) are reflective of the project implementation and corresponding expenditures;
- Prepare financial projection and budget for the Indonesia operations in discussions with line manager and for incorporation in organisational financial projection and budget;
- Ensure all the Reconciliation reports are proper and timely provided;
- Ensures the procurement policy is in place for the purchase of furniture, fixtures and equipment and consultant contracting as per policy or donor requirements;
- Ensures compliance with the legal requirements (tax, reports, licenses, permits, etc.) of governmental agencies;
- Assist and collaborate in all audits performed by external parties (External Audit Firm, Donor's internal audit), as necessary;
- Assist line manager, oversee the conduct of the External Audit;
- Attends Samdhana meetings and meetings in behalf of Samdhana as requested by Management;
- Review and monitor implementation of the office finance policies and procedures and recommend improvements as needed;

- Develop and manage financial processes in accordance with Samdhana policies and provide proactive service delivery, advice, and support to managers, staff, and sub-recipients in relation to managing the whole project cycle (Design, Start-up, Implementation, Close-out);
- Ensuring efficiency and compliance with Samdhana policies and procedures, PSAK 45, International Accounting Standard, donors' rules and regulations, and legal requirements;
- Monitors forex fluctuations and forex loss/gain of the organisation and ensure minimal loss due to forex fluctuations;
- Verify all payment transactions done through online banking system;
- Working together to achieve the finance's goal;
- Do a Financial Policy refreshment for all staff;
- Working together with Philippine's Office Finance Manager to assist line manager prepare reports for BOT;
- Ensures of efficient and retrievable finance filling system;

Project Management

- Provide the monthly Donor Financial Report, with the assistance from Finance Officers and provide updated reports to the respective Project Managers with copy to line manager including Project Fund Balance or burn rate;
- Timely submission donor financial reports and all required documentation to donor;
- Monitor budgets and expenditures and contribute to preparation of budget revision;
- Give direction to Finance Officer (Project Accountant) in providing financial training/mentoring to partners;
- Together with Project Accountant, visit to Samdhana's partners to conduct Financial Capacity Development;
- Provides the procurement plan submitted to the World Bank and ensure compliance with World Bank procedures and requirements;
- Act as key contact on financial matters with donors assigned by line manager;
- Provides the monthly expense requests and verifies project funds available;
- Review and monitor implementation of the Grant Policy and procedures and recommend improvements as needed;

Fundraising

- Assist line manager to provide budget for proposals to be submitted to potential funding partners;
- Assist in raising funds/income especially from unrestricted funds.
- Assists line manager in managing the Samdhana Retreat Center fundraising project and accountabilities;
- Identify, evaluate and recommend investment opportunities;
- Monitors the collection of the membership fees of Samdhana Fellows;

Other Tasks:

Performs other tasks that line manager shall assign from time to time;

Working Relationships:

Internal: Management Team, Finance Team, Head of Programs/Units, and other relevant staff

External: Auditors, legal lawyer, banks, donors, consultants, other relevant service providers

Qualifications:**Education and Experience**

Bachelor's degree in business administration, finance, economics, or a related field.

Experience in grant management in lieu of educational background is accepted. Proven work experience in place of study major is welcome to apply.

- Minimum of Ten (10) years of professional work experience at national or international organizations or development organizations
- Excellent verbal and written communication skills.
- Excellent in the usage of computers and office software packages (MS Word, Excel, PowerPoint, etc.) and other relevant software/applications, advanced knowledge of spreadsheets, data analysis (pivot tables), and database packages.
- Experience in capacity development of CSOs and IPLCs in Indonesia and specifically Papua.
- Experience in grant-making and management is preferred.
- Experience in developing proposals to local and international donors.
- Experience in negotiating and working with local and international donors.

Knowledge and Skills

- Knowledge and abilities of leadership and management principles as they relate to non-profit/voluntary organizations in Indonesia.
- Knowledge of current community challenges and opportunities relating to the vision and mission of the organization
- Knowledge of current community challenges and opportunities relating to grant making.
- Knowledge of Papua situation and social community context.
- Willing to know and understand donor requirements.
- Excellent skills of donor management and systems.
- Knowledge on budget management.
- Strong written communication skills, including demonstrated ability to write.
- Strong oral communication skills.
- Ability to work effectively in an atmosphere of multiple projects, shifting priorities, and deadline pressure.
- Ability to communicate, advise, and resolve monitoring and evaluation, communications and project development issues that are complex and sensitive.
- Ability to communicate effectively with persons on all levels both inside and outside the organization.
- Ability to work with a team and other people in the organization to ensure timely and accurate delivery of reports.
- Knowledge of human resources management preferred.
- Fluency in English is preferred.

Work Attitudes and Habits

- Excellent discretion and can keep confidential matters confidential.
- Self-motivated and able to follow through to the end of assignments while meeting goals and deadlines.
- Willing to make timely and sound decisions regarding project development, monitoring and evaluation, and communications matters.
- Can work effectively under pressure and has a positive attitude.
- Honest and have the willingness to learn and work with others in the organization.
- Accurate, organized, analytical, attention to detail, and able to work with minimum supervision.
- Excellent interpersonal and diplomatic skills and has the willingness to learn.
- Has the patience and willingness to listen and show respect for colleagues.
- Willing to extend duty hours to meet deadline/assigned tasks.

Terms and Conditions

- Fulltime employment after a satisfactory assessment
- The duty station is in Bogor, Indonesia
- Start date: immediately.

Application procedures

- Only shortlisted candidates will be contacted.

Interested and qualified candidates are invited to send a letter of interest highlighting their suitability for and potential contribution to the position, a detailed CV, and contact details for three referees to hrd@samdhana.org at **the latest on 31 January 2024**.