

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

POSITION	SENIOR FINANCE MANAGER
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OVERALL PURPOSE OF THE POSITION:
To support the managers 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
To manage the Finance Unit to ensure that all financial information and data are accurate and regularly updated in the Financial Information system to ensure generation of timely and relevant reports.

REPORTS TO	ADVISER, FINANCE (in lieu of the EXECUTIVE DIRECTOR)
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Responsibilities:
<p>Finance team management</p> <ul style="list-style-type: none"> • Create and sustain a work environment of mutual respect where team members strive to achieve excellence. • Manage all the finance staff in the finance unit • Ensure teamwork, professionalism and good working environment within the finance unit of Samdhana in Indonesia • Promote accountability, communicate expectations and provide constructive feedback. • Ensure each member of staff complies with the finance policies and procedures approved by management • Oversee and ensure that staff perform according to their respective Terms of Reference and in a timely manner • Conduct annual performance evaluation and together identify annual plans with staff • Ensure good and supporting work with the rest of the programs of Samdhana. <p>Budgeting</p> <ul style="list-style-type: none"> • Provide project/program managers, the DEDs and the EDs with monthly reports on the financial situation of the Indonesia operations including but not limited to the Institution's and specific projects' cashflow, investments, reports submissions, and key challenges in terms of budget management • Provide proactive support to project budgeting, finance tracking and reporting to all project/program managers as needed; • Compilation of the Indonesia operations budget in discussions with line manager and for incorporation into the organizational budget <p>Finance process implementation</p> <ul style="list-style-type: none"> • Provide oversight on finance functions 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

- Check monthly payroll calculations (Salary, BPJS Ketenagakerjaan, BPJS Kesehatan, if any, and Health Insurance) prepared by HR and verify they are remitted to respective government agencies and private service providers as necessary
- Ensure implementation of the office finance policies and procedures and recommend improvements as needed
- Ensure efficiency and compliance with Samdhana policies and procedures, PSAK 45, International Accounting Standard, Donors' rules and regulations and legal-financial requirements
- Monitors forex fluctuations and forex loss/gain of the organization and ensure minimal loss due to forex fluctuations
- Ensure cash availability, verify significant size payment transactions done through appropriate processes including but not limited to online banking
- Conduct regular refresher sessions on the Financial Policies and procedure for all staff in coordination with HRA

Finance software use and information management

- Discuss with software consultants/experts the programming in Finance Software/QuickBooks following good accounting practices and ensure that the monthly project variance reports (budget vs. actual expense) are reflective of the project implementation and corresponding expenditures
- Working with the Lead accountant in the Philippines team, familiarize with the financial software available.
- Ensures management of finance team for efficient and retrievable finance filing system

Internal Reporting

- Ensure all the bank reconciliation reports are proper and timely
- Update regularly the DED/ED and Finance Adviser and Fin Com on all the internal finance report identified in the Financial Monitoring and Reporting Policy.

External Reporting

- Provide the organization Annual Financial Report (for Indonesia operations) for institutional audit
- Oversee the organization and update the organization's tax related compliance as needed
- Review annual tax return and ensure payment within the required time frame. Together with the Perkumpulan management, we oversee any investigation by the tax office as needed.
- Review and report on monthly tax as per government regulation.
- In coordination with HRA, ensures compliance with any other financial reporting requirements to relevant government agencies.
- Oversee all external audits performed by external parties (External Audit Firm, Donor's internal audit) are timely and accurate and ensure management recommendations addressed internally.

Support to Project Financial Management

- With assistance/support from Finance Officers provide updated budget versus variance reports to the respective Project Managers with copy to DED and ED and Finance Committee of the Board
- Timely submission of donor financial reports and all required documentation to donors
- Monitor budgets and expenditures and contribute to preparation of budget revisions as needed
- Act as key contact on financial matters with donors assigned by line manager and/or in agreement

with project manager

- Support project managers in verification of project funds available vis a vis expense requests

Support to Grants and Capacity Development teams and sub-grant partners

- Together with the grants team, oversee tracking of the financial reporting status of sub-grant partners and summarize data for reporting to the finance committee following agreed reporting format
- Together with the grants team and capacity development team identify potential capacity development needs for financial management of partners

Fundraising

- Provide inputs to project budget preparation as part of proposal development process
- Assist in raising funds or financial resources for the organization, restricted or not
- Identify, evaluate and recommend financial placements as appropriate
- Monitors grant release from donors as per contract and donations and provide regular report to ED and Finance Committee.

Others: Support the change processes in the organization

Perform other tasks assigned by the Line Manager from time to time

WORKING RELATIONSHIPS:

Internal: Management Team, Finance Team, HRA team, Head of Programs/Units, Project Managers and Finance Committee and other staff

External: Auditors, banks, relevant staff in donor partners, consultants, other relevant service providers, partners/subgrantees

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

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 18 February 2025**.

