

I. Position Information

Post Title	:	Finance and Grant Officer
Time of contract	:	One year (can be extended)
Supervisor	:	Finance and Grant Manager

II. Organizational Context

KEMITRAAN seeks candidates for the role of Finance and Grants Officer on an anti-corruption program. This program aims to support Indonesia in corruption prevention efforts, the strengthening of civic engagement, and the strengthening of a culture of integrity, particularly in procurement and licensing in the marine/fisheries and forestry sectors, at national and targeted local levels, through several approaches:

- Providing technical assistance on COI policy frameworks and implementation, supported by new tools to identify COI, and public awareness campaigns that effectively address key factors in the public's continued participation in corruption.
- Enhancing private sector integrity and anti-corruption engagement through collective action, enhanced capacity to implement anti-corruption safeguards, and increased dialogue with GOI and CSOs.
- Enhancing political transparency through a new campaign finance database, monitoring, and advocacy to increase state subsidies and reporting obligations.
- Improving public access to information, enhancing citizen oversight, and strengthening public ability to demand accountability.
- Enhancing the participation of key communities through an expansion of anticorruption education through formal and informal educational channels, efforts to motivate public participation and engagement, and mechanisms to encourage reporting.

The Finance and Grant Officer will be supervised by Finance and Grant Manager and work closely with the finance and grant unit, project officer as well as with other unit within the organization. She/he will ensure effective supports to the implementation of financial operational strategies and applies complies with the financial processes and procedures of KEMITRAAN and donor.

III. Functions / Key Results Expected

Summary of Key Functions:

- Assist financial monitoring and follow-up financial transaction issues, ensuring financial transactions are in compliance with the KEMITRAAN and donor rules and policies, adaptive and capable in strategically assisting resources mobilization.
- Administration of budgets, accounting, finance, and administrative support.
- Support Implementation of the effective internal control framework, advances and

settlements, financial monitoring, verification for proper payment process and administration grantee's financial reports.

- Facilitating grantee/project audit and follow up on the audit findings, as well as ensures facilitation of knowledge building and knowledge sharing.
- Complies with KEMITRAAN and donor policies and standard operating procedures, and supports the proper functioning of client-oriented general administration services.
- Support the Finance and Grants Manager in preparing financial reports, including project's Quarterly report.
- Assist the Finance and Grants Manager in overseeing and monitoring Finance, Admin and Procurement Assistant performance.

IV. Impact of Results

Summary Key function and results expected are smooth and compliance implementation of operational and financial management processes and administration of budgets, finance and administrative support.

V. Competencies

Corporate Responsibility & teamwork:

- ❑ Serves and promotes the vision, mission, values, and strategic goals of the Partnership
- ❑ Demonstrates integrity by modeling professional values and ethical standards
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- ❑ Plans, prioritizes, and delivers tasks on time
- ❑ Participates effectively in a team-based, information-sharing environment, collaborating and cooperating with others

People Skills:

- ❑ Sets clear performance goals and standards; executes responsibilities accordingly

Partnering & Networking:

- ❑ Seeks and applies knowledge, information, and best practices from within and outside the Partnership

Results-Orientation:

- ❑ Plans and produces quality results to meet established goals
- ❑ Innovation & Judgment
- ❑ Contributes creative, practical ideas and approaches to deal with challenging situations
Strives for quality client-centered services (internal/external)

Communication:

- ❑ Demonstrates effective written and oral communication skills
- ❑ Demonstrates good negotiations skills

Job Knowledge & Expertise

- ❑ Executes day-to-day tasks systematically & efficiently
- ❑ Uses Information Technology effectively as a tool and resource
- ❑ Familiar with data warehouse and its maintenance
- ❑ Is motivated & demonstrates a capacity to pursue personal development & learn

VI. Recruitment Qualifications		
Education:	Bachelor's degree with specialized certification in Administration, Accounting, Finance, Management or other relevant fields.	
Experience:	<p>Minimum three years of experience in the field of development assistance; including specific experience in public administration issues (experience in an international CSO/NGO is preferred). Experience processing, issuing, and managing subgrants for USAID is an advantage.</p> <p>Familiarity with development program financial systems, MS Office suite, databases, and web-based management systems. Sound knowledge of financial and administration rules and regulations is a must, along with an ability to exercise good judgement, even under tight deadlines. Familiarity with USAID programming and requirements an advantage.</p> <p>Advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems. Familiar with SUN system would be an asset.</p>	
Language Requirements:	Fluency in written and spoken English and Bahasa Indonesia	
VII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Signature	Date
Chief Division/Section		
Name	Signature	Date