



CARE International Indonesia (CII), as an international NGO, has carried out large scale operations in Indonesia, encompassing emergency operations, transitional activities centered on agriculture and nutrition and a range of development initiatives in such areas as water and sanitation, health and micro-credit.

CARE Indonesia in **Makassar, South Sulawesi** is currently recruiting the following position for its project:

JOB TITLE : ACCOUNTANT (ACC-K) – 1 Position
DEPARTMENT/PROJECT : SUPPORT/FINANCE & ACCOUNTING UNIT
REPORTS TO : REGIONAL PROGRAM MANAGER

JOB SUMMARY :

The position is responsible for some key functions: preparing project financial expenditure reports for projects and programs, providing input to project budget and preparation of cost pool allocation table.

RESPONSIBILITIES & TASKS:

Budgeting

1. Conduct research on unit costs and budget variables to ensure that all budget parameters used in budgeting exercises are realistic and current which may referred to the ongoing project spending level;
2. Prepare the Regional Office project Budget, the report which compares budget and actual, analyze the report, highlight the significant variance, and propose revision if needed. This includes preparation of budget uploads and the revision thereof;
3. Review subgrant budget to ensure consistency with donor-approved budgets. Inform relevant budget holders for any inconsistencies
4. Provide inputs in project budget revisions and budget proposal preparation.

Cost Pool Allocation

1. Prepare the monthly cost pool allocation which comply with CII financial policies and procedures, and also ensure that the allocation is consistent with donor-approved budget and PAR, as relevant.
2. Keep track the cost pool budget balance of each fund code and highlight any possible shortage to the budget holder and supervisor.
3. Ensure that the charging of shared personnel (Jakarta and regional sub-offices) aligns with the allocation on each fund code/project budget.

Others

1. Ensure that use of extended fund codes, if necessary, is consistent with the reporting requirements to donors;
2. Develop training materials relevant for better implementation of finance and accounting policies, systems and procedures
3. Accomplish the monthly Personnel Activity Report (PAR) reflecting the actual time spent per funding
4. Visits to sub-offices and partners as assigned by the supervisor to assist and train Finance staff in sub-offices and partners and ensure implementation of CARE's financial procedures.
5. Develop training materials relevant for better implementation of finance and accounting policies, systems and policies.
6. Any other duties that maybe reasonably assigned by the supervisor, including performance of other staff's duties within the Finance & Accounting Unit when the respective staff is not in the office or due to the heavy workload in certain area.

SUPERVISES : -

CONTACTS/KEY RELATIONSHIPS:

This section may include both internal and external relationships.

INTERNAL	PM, ROC, Admin Officer, Admin Assistant, Finance Officer, Watsan Specialist, Gender Specialist, Institutional Development Specialist, Monev Specialist, Accountant CIIHQ
EXTERNAL	-

QUALIFICATIONS:

- University Graduate (Sarjana) in Accounting from a reputable university;
- Minimum of four (4) years of working experience in accounting and/or audit;
- High level ability to read, speak, and write in English;
- High level ability to work with Microsoft excel;
- Ability to work under pressure and meet the deadline
- Good Teamwork and Collaboration
- Good Analytical Thinking
- Attention to Details
- Good communication and Impact
- Have an advance computer skill (SPSS, MS Office: Word, Access, Excel)
- Ability to work with a team and with minimum supervision
- Fluency in English and Bahasa Indonesia (Verbal and written)
- Demonstrated capacity to work as a team member

WORKING CONDITIONS:

Travel 80 % on the area project covered.

TERMS OF OFFER:

CARE is an equal opportunity employer offering a competitive salary and benefits package, and a collegial working environment. Applicants are invited to send a cover letter illustrating their suitability for the above positions, and detailed curriculum vitae, with names and addresses of three referees (including telephone, fax numbers and email address). Please DO NOT attached academic transcripts and Diplomas and state clearly the applied position code in the email subject.

Please submit your applications before **January 17th 2011** to CARE International Indonesia, Human Resources Unit:

recruit_464@careind.or.id

"Only qualified applicants will be shortlisted"