



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 & Jayapura** is currently recruiting the following position for its project:

**JOB TITLE** : **FINANCE OFFICER (FIN-K)-2 Position**  
**DEPARTMENT/PROJECT** : **SUPPORT/FINANCE & ACCOUNTING**  
**REPORTS TO** : **REGIONAL PROGRAM MANAGER**

**JOB SUMMARY:**

The Finance Officer contributes to the overall performance of the sub office by ensuring that all disbursements and receipts are processed correctly and reported on time.

**RESPONSIBILITIES AND TASKS:**

- Process advances (travel advance and project advance)
- Review and process travel expense report (TER), project expense report
- Process medical payment.
- Write bank transfer letters & cheques.
- Process utilities payments.
- Prepare all procurement payment (PO and Non PO).
- Process cash receipts from Staff and ensuring that they are deposited in a timely manner.
- Cancelling by placing the paid stamp on all documents that have been paid..
- Audit petty cash payments (disbursement) and enter that in Scala after review.
- Manage the petty cash float by ensuring re-imburements are made on time and disbursements are accounted for properly.
- Prepare bank reconciliation on time.
- Ensuring that where there are errors, adjusting entries are raised to effect corrections.
- Maintaine blank & signed cheques.
- Ensuring that all documents are filed properly and on time.
- Any other duties that maybe reasonably assigned by the supervisor.

**SUPERVISES : -**

**CONTACTS/KEY RELATIONSHIPS:**

INTERNAL	PM, ROC, Accountant, Admin Officer, Admin Assistant, Watsan Specialist, Monev Specialist, Gender Specialist, CF.
EXTERNAL	Vendors

**QUALIFICATIONS:**

- At the minimum, graduate of a 3-year diploma program in accounting, commerce, or business administration.
- For field position, at least two years working experience.
- Ability to work with computers and in particular Microsoft Office like excel and word .
- Ability to work within tight deadlines.
- Ability to work in a multicultural setting.
- Attentiion to details
- Have a good communication in English will be an advantage.

**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 17<sup>th</sup> 2011** to CARE International Indonesia, Human Resources Unit:

[recruit\\_465@careind.or.id](mailto:recruit_465@careind.or.id)

"Only qualified applicants will be shortlisted"