



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 **Palopo-South Sulawesi** is currently recruiting the following position for its project:

JOB TITLE : **FINANCE OFFICER (FIN-O)**
DEPARTMENT/PROJECT : **SUPPORT/ENRTP**
REPORTS TO : **PROJECT MANAGER**

OBJECTIVE OF THE PROJECT:

The overall objective of this project is: **Coastal populations in Indonesia are increasingly resilient to the negative impacts of climate change.** Resilience can be defined as: *The ability of a community to resist, absorb, and recover from the effects of hazards in a timely and efficient manner, preserving or restoring its essential basic structures, functions and identity.* Resilience is a familiar concept in the context of disaster risk reduction (DRR), and is increasingly being discussed in the realm of adaptation. A resilient community is well-placed to manage hazards to minimize their effects and/or to recover quickly from any negative impacts, resulting in a similar or improved state as compared to before the hazard occurred. There are strong linkages between resilience and adaptive capacity; consequently, resilience also varies greatly for different communities and even within different community groups.

MAJOR FUNCTIONS:

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

MAJOR DUTIES AND RESPONSIBILITIES:

Transactions Processing and Documentation

1. Process advances (travel advance and project advance) and Enter into SCALA.
2. Review and process travel expense reports (TER), project expense reports and enter into SCALA.
3. Process medical payments and enter in SCALA.
4. Prepare bank transfer letters and cheques.
5. Process utilities and any other payments related to the operation of the SWASH offices in the province and districts.
6. Prepare all procurement payments (PO and Non PO).
7. Process cash receipts from staff and ensure that they are deposited in a timely manner.
8. Place 'paid' stamp on all documents that have been paid.

Financial Management and Analysis

1. Audit petty cash payments (disbursement) and enter that in Scala after review.
2. Manage the petty cash float by ensuring re-imbursments are made on time and disbursements are accounted for properly.
3. Prepare bank reconciliation on time.
4. Ensure that where there are errors, adjusting entries are raised to effect corrections.
5. In consultation with PC prepare monthly requests for funds required for the office operation.
6. Prepare and submit monthly financial reports to the Accountant.

Custody and Filing

1. Maintain a list of blank and signed cheques.
2. Ensure that all documents are filed properly and on time.

Others

Any other duties that maybe reasonably assigned by the Accountant and PC.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs

CONTACTS/KEY RELATIONSHIPS:

INTERNAL	PM, Regional Office Coordinator. Admin & Procurement Officer, Village Facilitator, District Facilitator Data Entry.
EXTERNAL	Vendor's

REQUIRED QUALIFICATIONS AND SKILLS

- University degree in Accounting
- At least three years working experience in Finance
- Good communication in Indonesian and English, both spoken and written
- At least three years experience working with international and local Non Government Organizations
- Initiative, working under pressure and good motivation
- Ability to operate standard computer programs (Window, Excel, Outlook & Internet, PowerPoint)
- Ability to build and work in teams
- Minimum 2 years experience in Secretarial, Administration Area & Procurement.
- Demonstrated ability to promote and initiate work processes and complete given assignments with minimum supervision
- Trustworthiness, integrity, Good analytical thinking and attention to detail
- Ability to work under pressure and tight deadlines
- Ability to work in a team and a Customer satisfaction oriented

WORKING CONDITIONS:

Travel : 10 % within project area 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 **2nd February 2011** to CARE International Indonesia, Human Resources Unit:

recruit_474@careind.or.id

"Only qualified applicants will be shortlisted"