

TERMS OF REFERENCE

ICLEI Indonesia Office (IO)

Finance & Operations Assistant



Supervisor	: IO Country Manager or its interim (Officer-in-Charge)
Location	: Jakarta, Indonesia
Classification	: Annual Contract
Conditions	: Renewable, 6 months probationary
Working hours	: Full-time employment of 40 hours/ week; periodic communication with global partners may require work beyond office hours
Starting date	: September 2017
Salary Range	: Negotiable depending on skills and previous experience

Context:

ICLEI - Local Governments for Sustainability is the leading global network of over 1,500 cities, towns and regions committed to building a sustainable future. Established in 1990 in line with the mandate of Rio Earth Summit's Agenda 21, ICLEI becomes the official focal point for Local Governments and Municipal Authorities (LGMA) at COP/ UNFCCC conferences. By helping the ICLEI Network to become sustainable, low-carbon, eco-mobile, resilient, bio-diverse, resource-efficient, healthy and happy, with a green economy and smart infrastructure, we impact over 25% of the global urban population.

The *ICLEI Southeast Asia Secretariat* (ICLEI SEAS) serves members in Indonesia, Thailand, Malaysia, and the Philippines. The secretariat has gained recognition from its experience in empowering local governments in the region by designing, promoting, and drawing external support to implement programs on urban resiliency, low emission development, integrated resource management, and other sustainability themes. ICLEI SEAS continuously inspires and invites local governments from provinces, cities, municipalities, and urban regions to forge partnerships for sustainability concerns specifically in terms of addressing climate change vis-à-vis urbanization; and encourage them to make this an important consideration in local development planning.

ICLEI SEAS' operation in Southeast Asia took off in 1996 when the Local Agenda 21 distance training program for 10 selected local governments was launched in the Philippines. In 1999, ICLEI SEAS initiated the Cities for Climate Protection campaign in the said country; the campaign's successful run paved the way for expanding its advocacies on climate change mitigation in Thailand and Indonesia in 2002. In December 2004, the project office became a full-blown secretariat. Over the years, it has tackled other sustainability themes and has strengthened its membership base across the region which led to the establishment of a project office in Indonesia in 2013.

To support the Indonesia Office in operations and financial management, ICLEI Southeast Asia is currently seeking the services of an experienced *Finance & Operations Assistant* for whom this TOR is prepared, to be recruited through a contract on an annual basis.

General Function:

The *Finance & Operations Assistant* shall be responsible for various aspects of recording and reporting financial transactions and monitoring day-to-day operations of ICLEI Indonesia Office. Coordinate report and comply with the requests of the financial staff of ICLEI Southeast Asia Secretariat.

Specific Duties and Responsibilities:

- i. **Manages accounting and finance records**
 - a. Vouchers and supporting documents to ensure that all financial transactions are supported with complete original financial documents.
 - b. Encode all accounting and finance transactions using Xero Accounting Software in a timely manner.
 - c. Monitor Accounts Receivables (advances to) and Accounts Payables (advances from) activities.
 - d. Prepare bank reconciliation statements to ensure that all cash transactions appearing in the books of ICLEI Indonesia will tally with the records of the bank.
- ii. **Assist in the Preparation and Monitoring of ICLEI Indonesia Office's budget**
 - a. Assist in the preparation of the ICLEI Indonesia Office yearly operating budget, as well as projects' budget.
 - b. Ensure that the approved budget is the basis of all expenditures and that the expenditure items are charged properly against the budget items.

- c. Provide monthly, quarterly and annual budget variance reports and analysis for projects. Quarterly variance reports shall be submitted fifteen (15) days after the end of each quarter. Annual variance reports shall be submitted thirty (30) days after the end of each year.
- iii. **Prepare ICLEI Indonesia Office's Financial Statements and Reports**
 - a. Prepare monthly, quarterly, and annual financial statements of ICLEI Indonesia Office. The Financial Statements include the Balance Sheet, Income Statement, Statement of Changes in Fund Balance and Cash Flow Statement.
 - b. Assist Manila team in preparing other financial reports required by ICLEI SEA's partners and sponsors as specified in contractual obligations with such partners and sponsors. The reports shall be prepared in a timely manner and in accordance with the schedules set forth in the agreement between ICLEI SEA and its partners.
 - c. Prepare audit schedules and other required documentations during year-end statutory audit and as needed by project grantor/ funder.
 - d. Provide other financial management reports as may be requested by ICLEI Manila Office (i.e. ICLEI SEAS).
- iv. **Provide Support to Project Management Team**
 - a. Support project team in day-to-day management of grants, contracts, and project budgets.
 - b. In close coordination with the ICLEI Indonesia Office Country Manager or its interim (Officer-in-Charge) and ICLEI SEAS Finance Officer.
 - c. Support the timely and effective implementation of project-related activities, as specified in the work plan.
 - d. Assist in organizing internal and external meetings/workshops/trainings and ensure all supplies and logistics are in place.
 - e. Assist in travel arrangements of project team (e.g. air tickets, visas, hotel reservation, etc).
 - f. Assist general office operations, be it within the internal (e.g. staff's records, tax, legal entity registration, etc) as well as with ICLEI members (e.g. collects membership fee, extends invitation to cities, global surveys, etc).
 - g. Manage maintenance and ensures operation of office equipments (e.g. office rent, calls for repairs, maintains supplies, evaluate new equipment needs and techniques, records inventories, etc).

Qualifications

Education	1. Must be a graduate of Accounting and related course. 2. Working proficiency of English is preferable.
Working competencies	1. At least 3 years finance experience, preferably in international or local NGO environment. 2. Working knowledge of Accounting Software. 3. Advanced knowledge of database software and spreadsheet software including Microsoft Office applications (e.g. Access, Excel, Words, Power Point, etc). 4. Thorough understanding and experience on finance-related law and regulations in Indonesia, particularly related to cooperation with local and national governments, as well as international donors. 5. Excellent organizational and planning skills, professional judgment, discretion, and problem solving. 6. Ability to communicate concisely and clearly and to facilitate the decision making process.
Corporate competencies	1. Demonstrates commitment to ICLEI's vision, mission, and values. 2. Upholds integrity and honesty as personal value, with thorough attention to details. 3. Ability to work in international environment and willingness to learn. 4. Must demonstrate intellectual and social flexibility and ability to manage multiple tasks at the same time without compromising both the quality of output/s and project deadlines. 5. Must be willing to address and disclose work-related issues and problems in constructive and problem-solving approaches.

To apply, please submit a **Cover Letter** that demonstrates your experience, qualifications, salary expectation, and why you feel you would be the right choice for this position, along with your **latest CV**, completed **Key Selection Criteria Response Form**, and other **supporting documents** (Certificate of Education, Certificate of Work, etc).

All materials should be sent in **one .pdf file** through email with subject "**FOA – [your name]**" no later than **18.00 WIB on Friday/ 25 August 2017**, to: iclei-indonesia@iclei.org.

Please use English for all communications. Only successful candidates will be contacted. No phone call is entertained. For more information about ICLEI Southeast Asia Secretariat, visit <http://icleiseas.org/>.