

## **Conservation Strategy Fund (CSF) Indonesia**

**Title of Assignment:** Admin/Finance Officer

**Reporting To:** Country Director, Program Coordinator, US Financial Department

**Duty Station:** Jakarta/Bogor

### **Background**

CSF Indonesia is a small civil society organization and is now expanding its portfolio of marine and terrestrial programs. The CSF office in Indonesia is seeking administration, finance, and logistic support. The Administrative/Finance Officer will provide logistic, administrative, and financial management support and assistance. This position will report to the Indonesia Country Director and Program Coordinator and will be based in Jakarta.

### **Responsibilities**

The Admin / Financial Officer will work with the Director and Program Coordinator in Indonesia and coordinate with the US financial team to ensure sound practices and compliance with local laws and company policy. Responsibilities include:

- Manage all expense documentation for CSF operations in Indonesia.
- Prepare tax payments.
- Prepare insurance payments.
- Prepare travel advances and reconcile expenses
- Assist with travel plans and logistics
- Prepare monthly expense reports as directed by the US office and upload scanned receipts and bank information
- Prepare payments for approval by Director
- Reconcile bank accounts
- Maintain incoming and outgoing grant and contract documents and track reporting deadlines
- Oversee payroll and maintain records
- Lead the audit process
- Purchase office supplies and keep office organized
- Prepare for Board of Directors meetings by printing agendas, minutes, and other documents
- Maintain organizational files and documents
- Coordinate insurance coverage for staff and the organization
- Serve as first point of contact for the organization
- Manage repair and maintenance of office equipment, including computers, phones and printers
- Perform general administrative support

### **Duration and Phasing**

The duration of the assignment will be from January 2018 to December 2019, with a three months' probation period.

### **Skills and Qualifications**

- Minimum of five years of experience and/or education in accounting or related field, preferably with non-profit organization.
- Having knowledge in organization related tax process and mechanism is preferable.
- Organized, flexible, detail oriented, and efficient.
- Excellent interpersonal skills and positive attitude.
- English language skills is required.

### **Submission of application**

Applications should be submitted to [indonesia@conservation-strategy.org](mailto:indonesia@conservation-strategy.org) by December 22, 2017. Only shortlisted candidate will be notified.