

WE ARE HIRING

FINANCE & ADMINISTRATION OFFICER

Position Summary

The Finance and Administration Officer (FAO) is a key member of the organisation's mid-level management team reporting directly to the Deputy Secretary General. She/He is responsible for planning, directing and supervising the overall financial functions of AIPA Secretariat, including Finance and Accounting, Internal Control, Grant and Contract Management. The FAO will also undertake day-to-day administrative and operational tasks to ensure effective management of the AIPA Secretariat, including managing the employment process and procedure. Together with the top-level management, the position will monitor the organization's financial and administrative health and provide strategic planning for the development of current and long-term organizational goals and objectives, as well as policies and procedures for AIPA Secretariat operations, to improve the organization's efficiency and effectiveness in performing activities and achieving its mission.

Areas of program responsibility include, but are not limited to, accounting, budgeting, financial analysis and reporting, cash flow management, invoice management, grant and contract management, payroll, asset management, procurement, corporate and payroll taxes, audit, information systems.

Functional Relationship

Develop and maintain effective, collaborative relationships with the following:

Internal (within Post)

- Within Directorate of Finance & Administration;
- With the top level of Management (Secretary General & Deputy Secretary General);
- All Official Staff of the AIPA Secretariat.

External (outside Post)

- National Secretariats of AIPA Member Parliaments;
- Strategic Development Partners.

Roles and Responsibilities

General

- Assist the Secretary General in coordinating and managing financial, procurement, fixed asset and administration of the AIPA Secretariat;
- Implement and assist in the development, review and maintenance of the Organization's policy and strategy;
- Contribute to the overall leadership, strategic planning and management of the AIPA Secretariat;

- Maintain and develop organizational culture, values and reputation with all staff, partners, and other external stakeholders;
- Involve in recruitment by preparing job descriptions, posting ads and managing the hiring process;
- Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements;
- Represent AIPA Secretariat in meetings, ceremonies, seminars and other events as assigned.

Finance and Accounting

- Provide an accurate and timely financial service, including setting and monitoring of budgets, forecasts, cash flow analysis, management and financial accounts and advice and support to inform decision making at all level;
- Monitor and evaluate periodically the management of the AIPA Secretariat funds;
- Assists in managing and reporting the financial of AIPA Secretariat's third-party projects, and act as the liaison with donors and partners;
- Prepare the annual budget of the AIPA Secretariat, monitor, and evaluate fund utilisation and compliance at periodic intervals and assist in the financial auditing process.
- Assist the Secretary General with financial reporting as required by the Organizational Committee at the AIPA General Assembly;
- Ensure that the financial system and records are current and provide a consistent basis for financial reporting to both internal and external users, in compliance with Indonesian Financial Accounting Standards, AIPA Secretariat's financial policies and procedures, donor requirements, partner requirements, and all other applicable laws, rules and guidelines. Financial record maintenance includes budgeting, cash management, cash flow management, payroll, tax issues, and variance and account analysis;
- Oversee the consistent and timely preparation of Monthly/Quarterly/Midyear reports and Annual Financial Statements, as well as financial reports to donors and stakeholders;
- Review all month-end closing activities including general ledger closing, balance sheet reconciliations and organization's overhead cost allocation;
- Establish banking arrangements and maintain liaison with principal bankers. Develop a plan to minimize exposure to currency gains and losses.

Human Resources

Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements, and conduct the disbursement of salaries and other office payments as well as the required expenses for project implementation.

Qualification and Requirement

Education and Experience

- High self-commitment to work for the betterment of the AIPA Secretariat;
- Completion of bachelor's degree in finance or Accounting;
- Strong financial management skills; in both commercial and non-profit sectors in a mid-management role with minimum 3 (three) years of financial management experience;
- Sound program management experience.

Qualifications and Technical Skill

Essential

- Fluency in oral and written English;
- Advanced user-level computer skills and strong knowledge of various software including Excel, PowerPoint and Word;
- Excellent communication skills including the ability to write and speak clearly and effectively, and to listen, and an unusual capacity to engage.

Desirable

- Experience coordinating multi-partner programs, and proven experience in partnership building and networking.

How to Apply

Send your most recent CV and cover letter to aipa@aipasecretariat.org at the latest Friday, 22 September 2023. Use "Application: Finance and Administration Officer – Your Name" as the email subject.

AIPA