

INFORMATION PACKS - TERMS OF REFERENCE:

Position Title:	Finance Officer	
Eligibility Criteria:	Open to Nationals Only	Location: Surabaya
Position Type:	Long Term Position	Term: 24 months plus possible extension
Reporting To:	Finance Manager	
Staff:	N/A	

1. PROJECT OVERVIEW

The Australia-Indonesia Partnership for Promoting Rural Incomes through Support for Markets in Agriculture (PRISMA 2) is a five -year program (2019 - 2023) funded by the Australian Government's aid program and implemented in cooperation with the Government of Indonesia. The program will build upon the achievements and results of Phase 1 (2013-2018), using a market systems development (MSD) approach to support inclusive economic growth in Indonesia's agriculture sector.

PRISMA 2 will improve smallholder farmers' competitiveness and access to new markets, better inputs, know-how and technology. It will aim to achieve a sustainable 30% increase in the net incomes of a further 700,000 smallholder farming households in Indonesia by 2023 (total 1 million farming households). The program operates in six provinces: East Java, West Nusa Tenggara (NTB), East Nusa Tenggara (NTT), Papua, West Papua and Central Java.

2. PURPOSE OF THE POSITION

Under the direction of Finance Manager, the Finance Officer will act as the petty cash custodian and bank account of the Program, maintain the invoice tracker up to date, checking the invoice and preparing the journal entries, and filing the paid invoices in a timely fashion.

3. ROLES AND RESPONSIBILITIES

3.1. CASH MANAGEMENT

- Responsible as the Petty Cash Custodian and the Bank Account of the Program
- Assist the Finance Manager to update the bank approvers in the banking system when the turn-over happens by liaising with Palladium
- Ensure the invoices thoroughly checked before payment and paid in a systemic way to meet up the payment processing standard established in the Program
- Preparing the payment transfer instructions in the web banking and distributing the Payment Approval Forms evenly among the available bank approvers
- Updating the submitted invoices into the Invoice Tracker as the basis to determine the ratio of funds transfer tranches
- Assist the Finance Manager to aim the low bank balance every month-end closing and following up the fund transfer tranches to ensure the availability of funds in the account
- Replenish the impress fund petty cash account at least once a month or every time the balance reaches the low balance and producing the reconciled petty cash report to the Accountant

3.2. FINANCIAL RECORDS

- Regularly scan and upload the softcopy of paid invoices onto the Program server and Palladium's share point following the master file structure guidance

- Maintain a good filing system of the physical financial records in a timely fashion including the good naming system, tagging and index reference
- Scrutinize the invoices before being scanned and filed
- Entry and match the invoice in the ERP (MS-GP) system
- Maintain the Invoice Tracker up to date with the payment status of each invoice for the Program

3.3. FINANCIAL SYSTEM AND PROCEDURES

- Report any suspicion of wrongdoing to the proper authorities
- Adhere to the Financial Policies and Procedures of the Program and the Client's regulations
- Suggest changes or improvements to increase accuracy, efficiency to the line manager
- Uphold Palladium's policy of Zero Tolerance on bribery and corruption, and ensure due diligence is followed
- Other tasks as reasonably assigned by the line manager

3.4. AUDIT FUNCTION

- Support and strengthen the financial management across the program and ensure appropriate audit functions are carried out
- Support in ensuring that audit recommendations are implemented
- Retrieve the softcopy or hardcopy of the documentation for audit query if required and then refiling into the correct folder

4. KEY SELECTION CRITERIA

Essential Skills/Experience Required:

- Minimum education is bachelor's degree in finance, business administration or management discipline
- Computer literate especially in Microsoft Office
- At least 3 years in finance roles
- Experience in project management, development or private company
- Proven experience in managing petty cash and corporate web banking
- Knowledge in accounting, finance and business administration
- Excellent communication skills, both written and verbal
- Good verbal and written communication skills in English

Desirable Skills/Experience:

- Ability to work in a team and be customer-satisfaction oriented
- Experience working in development programs under DFAT is an advantage

5. FUNCTIONAL RELATIONSHIPS

This position reports to the Finance Manager

6. APPLICATION

Applications close on **21 March 2019**.

CV and Application

Read the full details and how to apply here [PRISMA2 Finance Officer](#) submit your CV and application addressing the key selection criteria noted at Item 4 above. Emails should be sent to recruitment@aip-prisma.or.id noting "Position - your name" in the email subject line.

Notes

- Curriculum Vitae to be no more than seven (7) A4 pages
- Please include two (2) referees with your CV
- Indonesian nationals and female candidates are encouraged to apply