

Economic Cooperation Program Collaborative Hub
Terms of Reference

Finance Manager (FM)

Work Location:	Jakarta, Indonesia
Reports to:	Prospera Chief of Operations
Duration of inputs:	24 Months
Budget Source (AP# & Description):	Head Contract, Personnel, LES

Summary of Expertise Required

The Finance Manager (FM) is required to manage ECP financial functions, contract tracking, financial management and reporting systems, BAST compliance and ensure ECP financial management satisfies donor, corporate and audit requirements. The FM will manage financial verification processes, and authorisation and approval processes. The FM will ensure the program funds are utilised in the most efficient manner, with full compliance with ECP financial policies and procedures. The FM will report to the Prospera Chief of Operations (CoO) and coordinate closely on a daily basis with the ECP Work Unit Manager (WUM).

Scope of Services

Under the direction of the CoO, the FM is required to:

- Prepare Payment Requisition Forms (PRF) and relevant supporting documents for transactions related to program expenses and activities.
- Ensure that all PRFs and supporting documents have been approved by relevant delegate and corporate representatives before releasing the payment.
- Be responsible for ensuring the receipt and completeness of tax related documentation for invoices received.
- Prepare a summary of Value Added Tax (VAT) payments for restitution to the donor on a monthly basis.
- Coordinate and supervise the Administration and Finance Officer to prepare petty cash transactions and reconciliations, payment authorisations and payments through EFT, bank cheque or cash, for expenses related to activities.
- Review the Budget Estimate of activities (Workshop/Study Tour/Training) submitted by the team against relevant regulations/references (i.e.: *Peraturan Menteri Keuangan*) and ECP guidelines.
- Review International Long Term Advisers (LTA) Staff Expenses Claim and relevant supporting documents for compliance.
- Review International and National Short Term Advisers (STA) invoices, timesheets and supporting documents for compliance.
- Review all International and National sub-contractor/Partnership Agreement contract payments, milestones, records, reports, invoices and other supporting documents for compliance.
- Update tracker/summary of International and National STAs/Sub-contractor input days/milestones and provide summary updates to the ECP Hub Director or other Advisers upon request. Report contract summary issues arising to the CoO and WUM.
- Undertake finance data entry of IDR transactions to the ECP finance system (MYOB).

- Prepare and submit in a timely manner to DFAT the ECP monthly Financial Report (and/or others as specified in the ECP head contract).
- Prepare and complete accurate financial reports as required by the Contractor and Client within the designated timelines.
- Be the contact point to assist the WUM in responding to queries relating to finance administration processes. This may include queries related to petty cash expenditure and reports, cash advance & expense reports related to workshop/seminar/training activity, per diem allowances, reimbursements etc.
- Maintain financial hard and soft copies of facility and activity files for petty cash and bank transactions for audit purposes and financial documents to the Client.
- Other duties as required by the CoO and/or the WUM.

In addition to these responsibilities, the position is expected:

- Comply with all DFAT and Cardno policies, including Child Protection Procedures, and Prevention of Sexual Exploitation, Abuse, and Harassment (SEAH) Procedures
- Any offer of employment will require criminal record clearance.

Selection Criteria – Qualifications and Experience

It is expected that the position will meet the following qualifications:

- Minimum undergraduate degree or equivalent diploma in Finance or Accounting.
- Minimum ten (10) years' experience in a finance role in a firm/organisation, with at least five (5) years in a more senior or coordinator role overseeing financial management.
- At least 5 years' experience in a donor project environment is essential.
- High level fluency in both Bahasa Indonesia and English (written and oral) is required (reports to an international supervisor).
- High level computer skills in MS Word, Excel and relevant accounting packages. Experience in MYOB software an advantage.
- Ability to apply program guidelines to all financial tasks, including regulations issued by the Indonesia Ministry of Finance (standard rate PMK).
- Demonstrated ability to maintain confidential financial information and applying a zero tolerance to fraud.
- Excellent communication skills including experience working cross-culturally.
- Ability to work to tight financial deadlines and manage competing priorities.

Overview of ECP Hub Work Unit

The ECP will offer a lean delivery model with low overheads. This will be achieved through shared services that are made possible through the established and highly effective systems already operating in support of Prospera – an Australian Government funded program, implemented by Cardno. The shared services will include, but not be limited to, procurement, financial management, IT and communications. The ECP Hub Work Unit will be based in Prospera, reporting to the Prospera Operations Manager. The ECP Hub Work Unit will coordinate the procurement, contracting, payment and financial reporting for all activities in accordance with the ECP activity implementation guidelines and the Prospera Operations Manual. The ECP Hub Work Unit will also ensure quality assurance and risk management for activity implementation.

About ECP:

The Governments of Indonesia and Australia have entered into the Indonesia-Australia Comprehensive Economic Partnership Agreement (IA-CEPA), creating a framework to unlock the vast potential of the bilateral economic relationship. To support this ambition, the IA-CEPA includes a new Economic Cooperation Program (ECP). The ECP's goal is to maximise the benefits of IA-CEPA, support trade and investment, improve market access, and promote inclusive economic growth in Indonesia. The primary objective is to ensure the efficient and effective implementation of IA-CEPA to increase two-way trade and investment that is broad based and inclusive.

Through a "Collaborative Hub", the ECP will leverage existing Australian investments in Indonesia by working in partnership with the Prospera economic governance facility, Australia Awards, the Partnership for Australia-Indonesia Research (PAIR) and Investing in Women, whole of government partners such as Austrade, and other sectoral partners, to deliver new activities.

The ECP combines sound trade and development practice by supporting Indonesia to maximise the benefits of IA-CEPA, addressing regulatory challenges (through technical assistance), while resourcing innovative industry engagement in sectors of mutual interest, such as in agriculture; and by investing in standards, skills and private sector development in new areas (such as digital services and advanced manufacturing).