

TERMS OF REFERENCE

POSITION	FINANCE MANAGER (Indonesia Operations)
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OVERALL PURPOSE OF THE POSITION:

The Indonesia Finance Manager is responsible for managing the Perkumpulan Institut Samdhana's overall financial planning, budgeting management, and reporting and auditing.

This role includes the management of the finance unit ensuring that accounting principles are followed in bookkeeping, the accounting software is used and financial management reports and approved budgets are accurate, timely, relevant, and in compliance with the organisation's policies, the board's decisions and agreements with donors by reviewing all outputs and work of the Finance officers and other finance staff as needed.

In addition, the Finance Manager provides strategic advice to management on effective resource allocation, contributes to financial planning and institutional budgeting, overall legal compliance on financial matters i.e. taxation and reporting internally to management and the finance committee and externally to donors and the government. He/she will manage the Finance Unit to ensure that all financial information and data are accurate and regularly updated in the Financial Information system to ensure generation of timely and relevant reports.

REPORTS TO	ADVISER, FINANCE (in lieu of the EXECUTIVE DIRECTOR)
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Responsibilities:

Finance Team Management

- Manage all the finance staff in the finance unit thereby:
Ensure teamwork, professionalism, effectiveness and good working environment within the finance unit of Samdhana in Indonesia resulting in accurate and timely documentation and reporting
- Promote accountability, communicate expectations and provide constructive feedback.
- Ensure each staff complies with the finance policies and procedures approved by management
- Conduct annual performance evaluation and together identify annual plans with staff
- Ensure good and supporting work with the rest of the programmes of Samdhana.
- Ensure the financial transactions are properly authorized, have adequate supporting documentation, properly recorded in accounting software (QB), filled, maintained and can be easily extracted for the purpose of preparing financial statements and financial audits
- Conduct regular refresher sessions on the Financial Policies and procedure for all staff in coordination with HRA
- Monitor and evaluate performance of staff and provide regular feedbacks as needed including but not limited to the annual performance evaluation.

Budgeting

- Compile the Indonesian operations annual budget for review by management and finance committee and approval by the board
- Monitor the institutional budget if adjustments to budgets are needed within the year;
- In consultation with the finance adviser and management, determine standard budget inputs for administration, management costs, space, rent, etc.

- Support the development of project proposal budgets and ensure that appropriate costs are included i.e management, monitoring and evaluation, rent, audit expenses are included
- Monitor project budgets and contribute to negotiations for adjustments of budgets as with donors as needed or requested by project manager

Internal Reporting and Cash flow monitoring

- Provide project/programme managers, the DEDs and the EDs with monthly finance reports on the overall financial situation of the Indonesia operations including but not limited to the Institution's banking situation, investments, reports submissions, and key challenges in terms of budget management
- Provide timely monthly project budget and variance reports to the respective project managers with copy to the DEDs and the ED and quarterly status report following the burn rate reporting format to the finance committee no later than the 10th of every succeeding month.
- Prepare monthly cash flow projections for discussion with project managers, heads of programmes, DED and ED and for review by the finance committee on a quarterly basis.
- Ensure cash availability, verify significant size payment transactions done through appropriate processes including but not limited to online banking
- Prepare monthly and quarterly cash position (including investments, non-moving accounts, forex gain or loss) for management and the finance committee respectively
- Update regularly the DED/ED and Finance Adviser and Fin Com on all the internal finance reports identified in the Financial Monitoring and Reporting Policy.

Finance and accounting process implementation

- Ensure implementation of the office finance policies and procedures and recommend improvements as needed
- Ensure accounting practices and finance functions in the Indonesia office of Samdhana are up to date
- Cross check monthly payroll calculations (Salary, BPJS Ketenagakerjaan, BPJS Kesehatan, if any, and Health Insurance) prepared by HR and ensure the finance staff assigned remits these to respective government agencies and private service providers as necessary
- Monitors forex fluctuations and forex loss/gain of the organization and ensure minimal loss due to forex fluctuations
- Ensure regular bank reconciliation is conducted properly and in a timely
- Ensure efficiency and compliance with Samdhana policies and procedures, PSAK 45, International Accounting Standard, Donors' rules and regulations and legal-financial requirements
- Ensure inter-office transfers are facilitated and if possible, implemented within the year.

Finance software use and information management

- Working with the Lead accountant in the Philippines team, familiarize with the financial software available.
- Ensure that the accounting process in the software has been carried out properly and that the books have been closed every predetermined period
- Ensures management of the finance team for an efficient and retrievable finance filing system

External Reporting

- Provide the organization Annual Financial Report for audit (External Audit Firm, Donor's Internal Audit)
- For Indonesia operations - institutional & programs
- Oversee all external audits performed by external parties (External Audit Firm, Donor's internal audit) are timely and accurate and ensure management recommendations are addressed internally.
- Provide the report for Tax
- Oversee the organization and update the organization's tax-related compliance as needed
- Review and report on monthly tax as per government regulation
- Review annual tax returns and ensure payment within the required time frame. Together with the Samdhana management oversee any investigation by the tax office as needed.
- In coordination with HRA, ensures compliance with any other financial reporting requirements to relevant government agencies.
- Prepare or oversee the preparation of the financial reports to donors and associated finance information as necessary.

Support to Grants and Capacity Development teams and sub-grant partners

- Together with the grants team, oversee tracking of the financial reporting status of sub-grant partners and summarize data for reporting to the finance committee following agreed reporting format
- Together with grants team and capacity development team identify potential capacity development needs for financial management of partners

Fundraising

- Monitor unrestricted funds of the organization including but not limited to management fees per project and ensure management costs are recovered first from project budgets when possible and secondarily from unrestricted resources.
- Identify, evaluate and recommend financial placements as appropriate and needed for unrestricted funds
- Monitors grant receivables from donors as per contract and donations and provide regular reports to ED and Finance Committee.

Others

- Ensure effective coordination and communication with the finance team in the Philippines-Mekong operations;
- Support any policy development, implementation and change processes in the organization
- Perform other tasks assigned by Executive Director.

WORKING RELATIONSHIPS:

Internal: Management Team, Finance Team, HRA team, Head of Programs/ Units, Project Managers, Finance Committee, and other staff

External: Donors/ Partners/ Subgrantees, Auditors, Banks, Tax Officers, Consultants, Other Relevant Service Providers

EMPLOYMENT STATUS

Fulltime – office based (Bogor)

QUALIFICATIONS:

1. Education and Experience

- Senior level with extensive experience not only in finance management but in managing a team of people preferably more than 5 years in managerial positions.
- 7–15years of experience in finance and accounting management, Minimum education bachelor's degree in finance, accounting and/or auditing
- Experience managing multi-donor projects with the over a million-dollar budget and the requisite project external audits.
- Institutional budgeting and reporting experience in the non-profit sector preferred

2. Technical Expertise

- Proficient in accounting software (QuickBooks) or other financial systems.
- Familiar with PSAK 45 and nonprofit accounting standards.
- Proficient in planning, budget management, cash flow, and financial analysis.
- Knowledgeable in Indonesian taxation for nonprofit organizations.

3. Non-Technical Skills (Soft Skills)

- Effective people management skills as well as change and conflict management skills
- High integrity, trustworthy, and detail-oriented.
- Strong leadership skills, capable of mentoring and managing a team.
- Effective communication in Indonesian and English.
- Analytical and problem-solving skills.

Application procedures

- Only shortlisted candidates will be contacted.
- Start date: immediately

Interested and qualified candidates are invited to send a letter of interest highlighting their suitability for and potential contribution to the position, a detailed CV, and contact details for three referees to hrd@samdhana.org

Closing on MONDAY, 5 May 2025 at 14.00 WIB