



International Bridges to Justice

Switzerland: 64 Rue de Monthoux, CH-1201 Geneva

Tel: +41 22 731 2441 • Fax: +41 22 731 2483

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www.ibj.org • internationalbridges@ibj.org

Finance and Administration Officer - Indonesia

Job Description

International Bridges to Justice (IBJ), a nongovernmental, nonprofit organization with a presence in 42 countries around the world, seeks a Finance and Administration Officer to work out of IBJ's newly established office in Jakarta, Indonesia. IBJ is dedicated to protecting the basic legal rights of individuals. Specifically, IBJ works to guarantee all individuals the right to competent legal representation, the right to be protected from cruel and unusual punishment, and the right to a fair trial.

IBJ is beginning a project in Indonesia to provide criminal legal aid services to poor and marginalized people and communities in collaboration with our local partner organizations.

The IBJ Finance and Administration Officer will manage the in-country financial and administrative aspects of IBJ's program in collaboration with our local partner's Finance Coordinator and Program Coordinator, with whom you will be sharing an office. The Finance and Administration Officer is responsible for overall local financial accountability and grant compliance. In a professional, efficient, effective, and team-focused manner, the Finance and Administration Officer will facilitate robust financial management and accurate and timely accounting. In addition, the Finance and Administration Officer will assist with administrative tasks relating to the implementation of project activities.

Duties and Tasks

This position reports directly to the IBJ Country Manager in Indonesia and IBJ Director of Finance in Geneva. The position is based in Jakarta.

Management of grants and local budgets

- Ensure robust financial management and strengthen core operations system, local budget management system, and procedures.
- Manage overall finance and grants compliance in Indonesia.
- Implement standard operating procedures (including timesheets, salary payments, procurement, cash advances, inventory management, compliance to donor guidelines, etc.).
- Track expenditures, variances, and ensure accurate spending.
- Ensure that IBJ, LBH APIK, and partner organizations accurately record expenses and attribute expenses to the correct budget line items.
- Monitor funds, ensuring that the office maintains up-to-date records of expenditures and that the records comply with budget allocations and donor requirements.



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Ensure IBJ Indonesia has a smooth-functioning and efficient finance system

- Compile and submit accurate and timely monthly financial reports to headquarters. Ensure that the reports meet contractual requirements of the donor. Prepare 6-month financial reports to donors.
- Provide information relating to fulfillment, payment initiation, and other financial matters.
- Ensure compliance with all relevant financial laws, such as taxation laws.
- Facilitate timely audit and responses to auditors in both the Geneva headquarters and local offices
- Manage the office petty cash, reconcile and replenish regularly;

Provide support on administrative tasks

- Support the Country Program Manager with administrative tasks relating to program implementation.
- Maintain a digital filing system.
- Assist with preparing procurement documents according to grant requirements (requesting quotations etc);
- Assist with travel logistics of overseas staff and local staff/partners for training events.
- Assist with scheduling meetings and appointments. Ensure appropriate communication, and assist with preparations for meetings.
- Managing contracts and price negotiations with vendors and service providers in accordance with the grant guidelines.
- Assist with preparing documents and printing materials for activities including training workshops and roundtables events.
- Assist with translation of documents between Bahasa and English.
- Assist with interpretation when necessary.

The job description is not exhaustive, and the position-holder may need to undertake other duties that are broadly in line with the above key responsibilities.

Qualifications and Experience

- Indonesian national with experience establishing and running financial management systems.
- Relevant education – IAI or IAPI accredited would be preferred.



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- Technology literate – must possess strong knowledge of Microsoft Office applications and accounting software.
- Between 2 and 5 years of experience managing finances for NGOs that receive funding from international donors.
- Experience managing grants from the European Union or other major donors.
- Excellent written and spoken fluency in Bahasa and English.
- Strong “set up” and execution skills.
- Highly-organized and detail-oriented work ethic.
- Excellent interpersonal, written and oral communication skills.
- Team player with positive personality, who is capable of inspiring diverse stakeholders to collaborate.
- Proactive and capable of working independently.
- Capable of handling multiple tasks simultaneously while meeting tight deadlines.
- Capable of efficiently identifying and solving problems.

To apply, submit a statement of interest and curriculum vitae (including references) via email to: internationalbridges@ibj.org and msuggitt@ibj.org (please type “Indonesia Finance and Administration Officer application” in the subject line before March 29th 2020).