



## Vacancy announcement

**Position: Accounts and Administrative Officer, RECOFTC Indonesia**

**Deadline for application: 30 November 2024**

RECOFTC is an international nonprofit organization working towards a future where resilient communities with respected rights thrive in forest landscapes that they manage sustainably and equitably. We take a long-term, landscape-based and inclusive approach to supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equality. We have more than 37 years of experience working with people and forests and have built trusting relationships with partners at all levels. As a trusted, honest broker, we occupy a distinct position as an international organization that supports, informs and brings together governments, communities, businesses, academia and civil society organizations. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change and achieve the UN Global Goals.

RECOFTC operates in the Asia-Pacific region, with country offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam.

RECOFTC Indonesia is currently seeking an Accounts and Administrative Officer for its office in Bogor, Indonesia. This position is open to external candidates who are Indonesian nationals. The selected candidate will be offered a 24-month contract with the possibility of extension, contingent on funding availability and satisfactory performance.

### Specific tasks and duties

The Accounts and Administrative Officer is a member of the RECOFTC Indonesia team and works under the direct supervision of the Country Director. The officer will liaise directly with the Corporate Services team at the Main Office, particularly for accounting-related matters.

The Accounts and Administrative Officer is responsible for accounting tasks for the Indonesia Office and supporting administrative, human resources and financial activities for both RECOFTC Indonesia and its local entity. These responsibilities include managing day-to-day accounting transactions such as advance requests, fund transfers and clearances and accurately recording these transactions in the RECOFTC accounting system for assigned projects. The officer will ensure a shared understanding of accounting-related policies and guidelines including procurement, travel allowance, finance accounting and internal control, assist with financial monitoring by comparing budgets to expenditures and handle budget requests and expenditure clearances for assigned project activities.

Specific tasks and duties include:

#### Finance and accounting

- Manage the day-to-day operations of the general ledger
- Prepare journal vouchers for adjustments
- Process payments for the Country Director's approval
- Efficiently manage petty cash funds in US dollars and Indonesia Rupiah
- Handle the administration of signatory panels for office bank accounts
- Promptly prepare monthly and annual financial reports with supporting documents as required by RECOFTC and project donors

- Liaise with relevant programme and project staff on variances between budget and actual expenditures
- Prepare and maintain control lists for long-life office equipment such as telephone, calculator, hard drive, etc. and stationery items that are below fixed asset criteria
- Check and maintain financial records for advance payment settlements, follow-up on advances and report long-outstanding advances to the Country Director
- Perform monthly reconciliations of balance sheet accounts and ageing analyses
- Conduct biannual inventory physical counts and monthly reconciliations of project funds with bank balances
- Maintain accurate accounting records, codes and receipts. Ensure computational accuracy and document completeness and track allotment status against obligations
- Perform month-end and year-end closings in the accounts system and review trial balance after period-end posting to provide adjustments
- Participate in and contribute to annual and quarterly planning and budgeting process
- Actively engage in and provide input for budget preparation during proposal development
- Monitor the office's monthly budget versus actual expenditure
- Ensure internal processes comply with RECOFTC and project donor guidelines and reporting requirements
- Liaise with local banks for day-to-day office business, including cash deposits, cheque receipts, local transfers and foreign exchange
- Liaise with donors and government offices as required and instructed by the Country Director
- Stay updated on relevant laws and regulations issued by the National Accounting Council and the Accounting and Auditing Regulator
- Coordinate with external and internal audit processes from RECOFTC Main Office and donors

#### Administration

- Establish and maintain personnel records for programme and project staff including employment contracts, curriculum vitae and other employment-related documents
- Coordinate recruitment processes for nationally recruited positions
- Administer payroll for national staff ensuring compliance with local laws and regulations and submit monthly payroll requests to RECOFTC Main Office
- Advise the Main Office on relevant labour law compliance and changes
- Manage procurement of office and stationery supplies, maintain updated stock records and ensure compliance with RECOFTC or donor procurement policies
- Implement and maintain an efficient filing system for programme and project personnel and activities-related documents
- Manage office and project-owned property, including maintenance of office facilities and service agreements in consultation with the Country Director
- Maintain adequate stocks of office and project supplies
- Maintain fixed asset register and ensure all fixed assets are in good working condition and prepare monthly movement/reconciliation reports including annual fixed asset physical verification and reconciliation reports
- Arrange logistics for in-country meetings, workshops, travel and visits for RECOFTC staff, government officials, donors and project partners
- Manage incoming and outgoing communications, including correspondence and telephone calls
- Serve as the first point of contact at the RECOFTC Indonesia office, greeting visitors, responding to general inquiries and directing individuals to appropriate staff members
- Provide translation support to visiting international staff when requested
- Perform other duties as assigned by the Country Director of RECOFTC Indonesia

## Qualifications and experience

The Accounts and Administrative Officer should have the following qualifications and experience:

### Essential

- Bachelor's degree in accounting, finance, business management or a related field
- Minimum of three years' working experience in a similar capacity, preferably with a nonprofit organization
- Experience with and knowledge of various donors' policies and procedures
- Knowledge of accounting and labour (employment) regulations Knowledge of and experience with systems applications and products in data processing such as SAP
- Good written and verbal communication skills in Indonesia language and English
- Ability to handle confidential information and efficiently solve problems in a constructive manner
- Hands-on experience, strong team player and ability to work independently with minimal supervision
- Proficient in Microsoft Office applications
- Must be an Indonesian national

### Desirable

- Familiarity with auditing regulations in Indonesia is a plus
- Willingness to travel to field sites as required

### RECOFTC's core values

At RECOFTC, our core values are the foundation of our culture and guide all our work. In addition to job-specific skills and experience, the applicant should possess the following characteristics, attitudes and skills:

- Embrace innovation
- Adapt to and learn from challenges
- Nurture commitment, responsibility and ownership
- Collaborate with partners and stakeholders
- Commit to sustainability
- Cultivate participation, gender equity and social inclusion
- Prioritize wellbeing

### How to apply

Interested candidates are invited to submit their CV and a cover letter. The cover letter should explain why the candidate is suitable for the position, include salary expectations and provide the current contact details of three referees, including recent supervisors. Please apply by clicking [here](#).

Only shortlisted candidates will be contacted. RECOFTC offers a competitive compensation package.

For more information about RECOFTC, please visit our website at <https://www.recoftc.org/> RECOFTC is committed to non-discrimination and equal opportunity. Applicants will not be discriminated against based on ethnicity, religion, age, nationality, physical disability, sexual orientation, gender identity, colour, marital status, medical condition, or any other classification protected by RECOFTC's values and code of conduct. Reasonable accommodations may be made to enable qualified disabled applicants to participate in the application process. If you require special accommodation, please inform RECOFTC's Human Resources in writing at the time of application. The successful candidate will be selected based on merit. RECOFTC strongly encourages women to apply.