THE ASEAN SECRETARIAT
INVITES ASEAN NATIONALS TO APPLY
FOR THE FOLLOWING VACANCY

SENIOR OFFICER
FINANCE & BUDGET DIVISION

Background:
The Association of Southeast Asian Nations (ASEAN) was founded in 1967 with the purpose of promoting regional cooperation in Southeast Asia, in the spirit of equality and partnership and thereby contribute towards peace, progress and prosperity in the region. ASEAN comprises ten (10) countries in Southeast Asia. It was proclaimed a Community through the “Kuala Lumpur Declaration on ASEAN 2025: Forging Ahead Together”, signed by the Leaders of ASEAN Member States at the 27th ASEAN Summit in 2015. The ASEAN 2025 calls for the ASEAN Community to forge ahead together, and to work towards building a community that is politically cohesive, economically integrated and socially responsible.

The ASEAN Secretariat was established in 1976 by the Foreign Ministers of ASEAN with the basic function of providing greater efficiency in the coordination of ASEAN organs and for more effective implementation of ASEAN projects and activities. It is also envisioned to be the nerve center of a strong and confident ASEAN Community that is globally respected for acting in full compliance with its Charter and in the best interest of its people.

In line with the ASEAN 2025 and the key aspirations of the three ASEAN Community pillars, namely: Political Security Community, Economic Community and Socio-Cultural Community, supported by the Department of Community and Corporate Affairs, the ASEAN Secretariat is inviting qualified ASEAN Nationals to apply for the position of Senior Officer Finance & Budget Division.
**Duties and Responsibilities:**

Reporting to the Assistant Director/Head of Finance & Budget Division, the Senior Officer shall be responsible to:

1. **Oversee the day to day activities of the Finance & Budget Division**
   - Provide technical and management guidance to staff for day to day operations of FBD;
   - Ensure that appropriate systems and internal controls are implemented and maintained;
   - Foster teamwork and collaboration within the Division, and across Divisions/Departments;
   - Conduct annual performance appraisals for staff (1st reviewer), map training and professional development activities for individual staff.

2. **Manage and analyse financial transactions, financial ledgers and accounting processes**
   - Verify financial transactions and ensure compliance with AFARP and the Terms of References of TPFs;
   - Coordinate and verify monthly and yearly closing of accounts and ensure accuracy and timeliness of financial reports;
   - Analyse financial transactions, and provide financial analysis for management decision making;
   - Prepare quarterly financial reports and narrative for management and ASEAN Member States (AMS);
   - Conduct Quarterly Budget Review Meeting with Sub Committee on Budget (SCB) and coordinate the preparation of meeting materials and summary records;

3. **Manage and monitor budget and capital expenditures**
   - Oversee the availability of funds and manage daily cash flow.
   - Verify the correctness of fixed asset values and depreciations.
   - Compile, produce and monitor budget and recommend Directorate/Division on their budget balances
   - Review overall online financial reports on monthly basis to ensure accuracy of the information.

4. **Coordinate the preparation of Annual Budgeting**
   - Review and update annual budgeting guidelines
   - Review standard cost drivers for budgeting purposes.
   - Coordinate budget development process in coordination with department/directorate/division head.
   - Review and consolidate budget proposals submitted by department/directorate/division head for further review and approval processes by management and AMS.
   - Prepare and facilitate Sub Committee on Budget (SCB) Meeting with AMS
5. **Manage production of internal & external financial reports and coordinate external and internal audits**
   - Facilitate internal and external audits and work with the team and auditors to ensure timeliness of the production of audit reports for ASEAN Audit Committee (AAC) Meeting
   - Prepare documentation for AAC Meeting

6. **Coordinate with ASEAN Member States**
   - Follow-up with ASEAN Member States with regards to contributions received and outstanding.
   - Facilitate and prepare financial information and materials for relevant meetings.
   - Follow up recommendations made by ASEAN Member States

7. **Others**
   - Contribute to the development and improvement of existing financial and administration policies, systems, and practices for efficiency of financial operation as required
   - Provide backup when other team members is on leave.
   - Perform other tasks assigned from time to time by the Head of Finance & Budget Division.

**Qualifications and experience:**
- Bachelor degree in Accounting with a minimum five (5) years qualifying professional experience in accounting role; or
- Advanced university degree (Master’s or equivalent degree) with three (3) years professional experience in accounting role;
- High-level technical skills and knowledge in area of responsibility.
- Demonstrated skills in problem solving, planning and the development of policies and procedures.
- Demonstrated ability to motivate staff and work effectively with people at all levels of the organisation.
- Experience in identifying training and professional/technical development needs of staff.
- Demonstrated sound oral and written communication skills and sound interpersonal skills, including experience in cross-cultural environment and international settings.
- Demonstrated ability to develop and maintain sound working relationships with stakeholders.
- Demonstrated commitment to collaborative work practices.
- Competency in computer skills with adequate knowledge of Microsoft Office and Outlook where relevant to the position.
- Experience with financial software applications, familiarity with Sun Systems and Vision XL is an advantage
- Proven ability for accuracy under pressure and adherence to deadlines.
- Excellent command of English, written and spoken.
Remuneration and Benefits:
Successful candidate will be offered a basic salary of **USD 3,385** and attractive remuneration package including housing, outpatient medical reimbursement, hospitalization & life insurance, children’s education and gratuity. Subject to good performance during the probation, the candidate will be offered a fixed term contract of three (3) years, inclusive of the six-month probationary period.

How to apply:
Send your application to asean.hr@asean.org highlighting your suitability and potential contribution to the position together with a detailed CV, certified true copies of educational certificates and transcript for Bachelor and Master degree, including PhD (if any), and complete ASEC Employment Application Form attached with recent photograph. Applications sent without ALL the documents mentioned above will **NOT** be considered.

Please indicate on the subject heading: **Application for Senior Officer Finance & Budget Division.**

Application documents should reach the ASEAN Secretariat by **21 August 2019.** The Selection Committee’s decision is final and only shortlisted candidates will be notified.

Note:
- ASEC Employment Form can be downloaded at: [www.asean.org/opportunities/asec-employment-form](http://www.asean.org/opportunities/asec-employment-form)
- ASEAN Secretariat Staff shall not be retained in active service beyond the age of 60 years. Age shall not be more than 57 years old at time of application.