(RE-ADVERTISED)

ASEAN-IFAD
Measurable Action for Haze-Free Sustainable Land Management in Southeast Asia (MAHFSA)

Terms of Reference

PROGRAMME ACCOUNTING OFFICER
(Indonesian Nationals or ASEAN Nationals Residing and Recruited in Indonesia)

Background

The Measurable Action for Haze-Free Sustainable Land Management in Southeast Asia (MAHFSA) seeks to strengthen existing regional coordination mechanisms to facilitate a more harmonised response to tackling the transboundary haze pollution problem and for promoting sustainable forest management and peatland conservation.

The initiative will systematize data and information management and operationalise a flexible regional coordination platform for building capacity, harmonising programmes and projects, coordinating activities of stakeholders engaged in combating haze, and channelling multiple sources of finance to address the haze challenge.

The regional coordination platform will promote the dissemination of best practice, improve fire and haze prevention and support evidence-based policy dialogue, drawing on data collected through a harmonised data management system that extends from local to regional. This initiative will identify both geographic and socio-economic hotspots related to peatland fires and haze in order to foster sustainable alternative income generating activities.

MAHFSA will kick-start a process that will engender significant improvements within a 10-year period in achieving the objectives of the ASEAN Agreement on Transboundary Haze Pollution and the targets of the Roadmap on ASEAN Cooperation towards Transboundary Haze Pollution Control with Means of Implementation and in implementing associated National Action Plans on Peatlands (NAPPs).

The ASEAN will be the recipient of the 5-year grant and will work with a consortium consisting of the Center for International Forestry Research (CIFOR) and the Global Environment Centre (GEC). The grant will be managed, and overall work coordinated, by the ASEAN Secretariat. MAHFSA Programme Coordination Unit (PCU) supports the ASEAN Secretariat in facilitating the day-to-day coordination and overall implementation, administration, and financial accountability and monitoring of the Programme.
Main Responsibilities

The Programme Accounting Officer (PAO) will work under the supervision of the Assistant Director / Head of Finance and Budget Division of the ASEAN Secretariat to manage the grants. The PAO will also be required to liaise closely with the Programme Coordinator on the programme. In order to ensure that the financing proceeds are used for the intended purpose and as efficiently as possible, it is essential that the Financial Accountant sets up and maintains adequate financial management arrangements in each stage of the project cycle: i) preparation and planning, ii) implementation as well as iii) completion and closing.

- Prepare, in close collaboration with the Programme Coordinator, the annual work plan and budget in particular.
- Maintain an efficient accounting system and reliable internal control procedures and guidelines for financial reporting and recordkeeping.
- Prepare all withdrawal applications for submission to IFAD.
- Monitor the level of the Project's account and the level of advances/funds to sub-recipients / implementing partners, to ensure both that there are sufficient funds to implement the program activities and that the level of advances/fund are adequate and there are no idle funds.
- Prepare and provide financial reports and unaudited financial statements including statement of expenditures (SoEs), invoices, the sources and uses of funds statement, incurred expenditures by component, expenditure category and financier, designated account reconciliation statement, fixed asset list and cash flow forecast etc. for submission to the Programme Steering Committee and IFAD on a semi and annual basis, and maintain all records in a form appropriate for audit.
- Ensure the timely consolidation, preparation and submission of required financial reports to IFAD on a regular basis in compliance with the grant agreement.
- Lead the process of contracting an external audit firm to conduct an independent audit of the annual project accounts, ensuring that annual audits are carried out within the specified timeframe.
- Develop and maintain a system of financial control over all expenditure incurred by implementing partners.
- Amend the financial and administrative-related section of the Programme Implementation Manual (PIM), if necessary.
- Responsible for the organization and supervision of the project assets, logistics, and all administrative matters.
- Strong ability to work effectively in teams while coordinate with relevant ASEAN Secretariat desk officers (e.g. Programme Cooperation, and Administration) in all matters in relation to finance, account, and procurement of the project.
- Develop Funds Flow Projections in collaboration with the team.
- Monitor and analyse project spending and commitments, and report the findings to the Head of the Finance & Budget Division, Head of Environment Division and Programme Coordinator.
- Develop and maintain excellent filling system for electronic and hard copy files.
- Perform other duties assigned or required.
Qualifications Requirements

- Bachelor degree in Accounting.
- At least 3 years of relevant experience, in financial management and accounting, preferably for International Agencies.
- Have good knowledge of International Public Sector Accounting Standards (IPSAS), and International Standards on Auditing (ISA). Familiarity and experience in use of accounting software is a must.
- Knowledge of government contracting regulations in ASEAN countries is an advantage.
- Exceptional organisational skills with a proven ability to manage multiple competing priorities and keep track of many details.
- Experience with basic grant/contract administration.
- Strong analytical skills.
- Proficiency with Microsoft Excel.
- Ability to work in a multicultural environment as a team player.
- Good interpersonal and communication skills.

Remuneration and Benefits

Successful candidate will be offered a monthly lump-sum remuneration of IDR 15 million. Monthly lump-sum could be negotiable commensurate with experience and qualifications of the successful candidate. Upon completion of the six-month probationary period, the candidate will be confirmed for the assignment, up to three years.

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 transcripts, 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 Programme Accounting Officer (MAHFSA).

Application documents should reach the ASEAN Secretariat by 16 July 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.
- Previous applicants need not apply.