THE ASEAN SECRETARIAT
INVITES INDONESIAN CITIZENS OR ASEAN NATIONALS
WHO ARE CURRENTLY RESIDING AND RECRUITED IN INDONESIA
TO APPLY FOR THE FOLLOWING VACANCY

ASSOCIATE FINANCE & BUDGET OFFICER
(Accountant)

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 Indonesian citizens or ASEAN Nationals who are currently residing and recruited in Indonesia to apply for the position of: Associate Finance & Budget Officer (Accountant).
Duties and Responsibilities:

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

1. **Provide finance services and administrative supports to Finance & Budget Division**
   - Implement the ASEAN Secretariat Financial Rules and Procedures (AFRP) over all financial services and transactions;
   - Ensure that all account payable processes and procedures are constantly implemented, and well documented;
   - Review claim and prepare payment for allowances of locally and openly recruited staff;
   - Prepare accrual journal entries and monitor the settlement for respective accounts;
   - Assist in performing general ledger functions in timely manner and accurate;
   - Accurately input budget data into the accounting system and assist officer in generating budget utilisation reports;
   - Manage Fixed Assets;
   - Serve as finance - contact person if there is query from supplier/vendor/contractor/bank; and protect organization’s value by keeping information confidential; and
   - Perform other relevant duties as assigned by the Assistant Director or Senior Officer, and/or higher authorities.

2. **Provide supports in the preparation of monthly and yearly financial statements**
   - Provide all relevant data for monthly and yearly closings;
   - Prepares monthly account schedules and reconciliations, including but not limited to, prepaid expenses, other assets, accrued liabilities, other liabilities;
   - Timely follow up of outstanding advances as per AFRP for timely liquidations of advances through settlement and payroll deduction;
   - Prepare monthly fixed asset depreciation journal entry and updates fixed asset register;
   - Assist in production of financial statements; and
   - Provide document and analysis requested by the external and internal auditor.

3. **Provide supports to the preparation of FBD meetings.**
   - Provide support and information for ASEAN Audit Committee Meeting, ASEAN Budget Committee Meeting and Quarterly Budget Review Meeting.

Qualifications and Experience:

- Bachelor’s degree in Accounting.
- Good English proficiency and computer literacy
- Demonstrated ability to plan and organise tasks and work flows, with proven ability for accuracy under pressure and adherence to deadlines.
- Demonstrated commitment to collaborative work practices in multi-cultural environment.
- Proven skills in problem solving in a complex organisational environment.
- Good interpersonal skills as well as strong written and verbal communication skills.
- Experience in cross-cultural environment and international settings is an advantage.
- Experience with financial software applications, familiarity with Sun System and Vision is advantage.
Remuneration and Benefits:
Successful candidate will be offered a basic salary of IDR 8,295,000 and attractive remuneration package including monthly transportation allowance, outpatient medical reimbursement, hospitalisation & life insurance, annual bonus of a month’s basic salary, 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 6-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 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 Associate Finance & Budget Officer (Accountant).

Application documents should reach the ASEAN Secretariat by 29 February 2020. 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
- 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.