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

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

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

1. **Provide finance services and administrative supports to the Finance & Budget Division.**
   - Implement ASEAN Secretariat Financial and Administrative Rules and Procedures (AFARP) over all financial services and transactions.
   - Review and provide budget clearance for travel advance requests.
   - Ensure all travel advance requests comply with the ASEAN Secretariat Financial and Administrative Rules and Procedures (AFARP).
   - Monitor and review on regular basis the travel related accounts (account receivables and payables). Ensure that accounts are current, no long outstanding.
   - Review and verify the recording of travel expense reports. Ensure on time settlement and the claim is in line with the AFARP.
   - Review and verify payment and journal vouchers prepared by ASO-in charge for travel.
   - Provide monthly list for salary deduction for travel overpaid and payment for travel underpaid.
   - Provide monthly list for salary deduction for travel overpaid and payment for travel underpaid.
   - Provide a reminder to staff with long overdue accounts and perform the collection.
   - Provide reconciliation of air tickets purchase and refund, between FBD’s record, Administrative and General Affairs Division (AGAD) and implant travel agents.
   - Supervise cashier for physical count.

2. **Provide supports in the preparation of monthly and yearly financial statement.**
   - Adhere monthly and yearly closings procedures and timelines and prepare all updated relevant data.
   - Provide necessary adjustments and reconciliations to related accounts.
   - Maintain and monitor aging schedules. Timely record and follow up on travel related accounts.
   - Provide document and analysis requested by the management, external and internal auditors.

3. **Provide support in the preparation of Annual Operation Budget.**
   - Develop standard cost for travel budget (airfare, hotel) in coordination with Travel Coordinator and Implant Travel Agent.
   - Provide support and information to facilitate development of Annual Operation Budget.
   - Review travel budgets submitted by Department/Directorate/Division and perform the consolidation of budgets.
   - Perform travel budget monitoring and provide travel utilisation report.
   - Provide document and analysis travel budget as requested by the management.

4. **Perform other tasks assigned from time to time by supervisors.**

**Qualifications and Experience:**

- Advanced degree in Accounting or an appropriate related field; or Bachelor’s degree with a minimum two (2) years of relevant work experience at the similar technical role;
- Experience in financial and accounting services;
- Experience in budgeting;
- Experience with financial software applications, familiarity with Sun Systems and Vision XL is an advantage;
• Demonstrate strong analytical skills;
• Strong computer skills in word processing, database and other relevant office applications.
• Fluent in written and spoken English;
• Competent in personal organization and priority setting, with the ability to work efficiently under time pressure and manage multiple priorities;
• Have initiative and capable of working independently as well as an effective team player;
• Good interpersonal and communication skills, with the ability to effectively interact with people in a multi-disciplinary and multi-cultural environment;
• Experience working with a wide and diverse network of groups and individuals.

Remuneration and Benefits:
Successful candidate will be offered a basic salary of IDR 11,611,000 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 Finance and Budget Officer (Accountant).

Application documents should reach the ASEAN Secretariat by 19 August 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.

*******