THE ASEAN SECRETARIAT
INVITES INDONESIAN CITIZENS OR ASEAN NATIONALS WHO ARE ALREADY RESIDING AND ELIGIBLE TO WORK IN INDONESIA TO APPLY FOR THE FOLLOWING VACANCY

ASSOCIATE FINANCE & BUDGET OFFICER

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.
Duties and Responsibilities:

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

1. **Function as the custodian of cash (petty cash, cash in transit, staff welfare funds & proceed from Gift Shop)**
   - Manage petty cash and cash in transit in both IDR and USD;
   - Ensure the disbursement and reporting of the funds conform with the ASEAN Financial Rules and Procedures (AFARP);
   - Conduct replenishment of petty cash and cash in transit funds by ensuring the sufficient cash;
   - Perform daily cash count (morning and afternoon) with supervisors;
   - Prepare daily reports of Petty Cash and Cash in Transit;
   - Prepare and distribute Official Receipts to staffs;
   - Custodian of Staff Welfare Fund;
   - Review weekly gift shop sales and record it properly.

2. **Prepare monthly and yearly reconciliation of accounts**
   - Provide all relevant data for monthly and yearly closings;
   - Prepare monthly account schedules and reconciliations, including but not limited to accrued liabilities, staff welfare fund and sales from gift shop;
   - Provide necessary adjustment and reconciliation to related accounts;
   - Maintain monthly Staff Welfare Fund Report;
   - Prepare document and analysis requested by the external and internal auditor;
   - Maintain systematic fillings related to petty cash, cash in transit, staff welfare fund, overtime, and medical claims.

3. **Provide financial services and administrative supports to the Finance & Budget Division**
   - Implement the ASEAN Secretariat Financial and Administrative Rules and Procedures (AFARP) over all financial services and transactions;
   - Ensure the medical and overtime claims are in line with the ASEAN Secretariat Staff Rules (ASSR);
   - Ensure the medical claims are supported with valid receipts and within the entitlement;
   - Calculate staff’s monthly overtime claim, includes meal allowance and transportation allowance;
   - Ensure the overtime claims supported by valid time record and authorisation;
   - Prepare bank instructions for internet banking transfer and record the medical/overtime claims to Sun System;
   - Provide supports and information for the ASEAN Budget Committee Meeting and the Quarterly Budget Review Meeting;
   - Perform other relevant duties as assigned by supervisors.
Qualifications and Experience:

- Bachelor’s degree.
- Honest and reliable
- Good English proficiency and computer literacy
- Good interpersonal skills as well as strong written and verbal communication skills.
- Demonstrated ability to plan and organize tasks and cash flows, with proven ability for accuracy.
- 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 12,027,750 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.

Application documents should reach the ASEAN Secretariat by 13 August 2021. 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