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 Officer – Finance & Budget Division.
**Duties and Responsibilities:**

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

1. **Financial and reporting functions of Trust & Project Funds section**
   - Maintain proper Trust and Project Funds administration to enable timely responses for financial reporting.
   - Liaising with Desk Officers or Dialogue Partners to ensure timeliness of financial deliverables.
   - Ensure implementation of ASEAN Secretariat accounting standards based on IPSAS.
   - Communicate monthly financial reports to Desk Officers, Dialogue Partners, and other users.
   - Preparation of monthly & yearly financial reports for all Trust & Project Funds.
   - Prepare financial reports on specific funding to ASEAN Dialogue Partners, Donors, and other users in compliance with the standards as pre-determined by the terms and conditions of the funds.
   - Preparation of monthly bank reconciliations.
   - Manage cash flow for Trust and Project Funds for effective bank account management.
   - Preparation of Project Disbursement Summary Report and Outstanding Project Refunds Report.
   - Liaising with the bank for placement of the funds.
   - Liaising with the external auditor for financial audit and internal auditor for project audit.

2. **Monitor the budget utilization of Trust & Project Funds**
   - Monitor the expenses and budget of the funds.
   - Maintain a complete record of all pertinent documents of each fund and coordinate with other Finance and Budget Division Staff and Project Team to ensure that the financial implementation adhere all aspects of the funding agreements.
   - Coordinate with Dialogue Partners, Project Proponents and Project Team to clarify financial issues, respond queries, and update financial status of the funds.
   - Review and verify expenditures of funds to ensure adherence to budgetary and funding requirements.
   - Review the financial reports submitted by the Project Proponents and collect any unused funds.
   - Monitor the collection and incoming of funds, and provide the information to Project Team.
   - Facilitate the project closures in accordance to the AFARP.
   - Enhance accountability requirements by enhancing implementation of procedures applied to Project Proponent for accountability and reporting requirements.

3. **Budget Proposals**
   Review budget proposal. Ensure the availability of fund and adequate financial requirements, as per AFARP and TOR of fund, are cited in the budget proposal.

4. **Others**
   Perform other financial related tasks assigned from time to time by Head of Finance & Budget Division, Senior Officer or other higher authority.
Qualifications and Experience:

- Advanced degree in Accounting with strong academic qualification or an appropriate related field; or Bachelor’s degree with a minimum two (2) years of relevant work experience at the similar technical role.
- Having knowledge on financial market, with experience in financial and accounting services and project or cost accounting is preferred.
- 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.
- Writing skills for developing narrative reports, project proposals.
- 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.
- Ability to travel.

Remuneration and Benefits:

Successful candidate will be offered a basic salary of IDR 16,835,950 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 Finance & Budget Officer.

Application documents should reach the ASEAN Secretariat by 29 June 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