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

OFFICER
FINANCE & 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 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. Provide finance 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 – particularly vendors and contracts payments, staff payroll and benefits.
   - Process & record monthly payroll and allowance payments for all locally and openly recruited staff.
   - Perform regular reconciliation for respective accounts.
   - Process payment for medical and overtime claims.
   - Review and verify vouchers and journals made by the Associate Officer.
   - Prepare documentation for VAT refund claim to Ministry of Foreign Affairs, perform VAT reconciliation and monitor the collection.
   - Provide support & information for ASEAN Audit Committee Meeting, ASEAN Budget Committee Meeting and Quarterly Budget Review Meeting.
   - 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 statement.
   - Prepare all relevant data for monthly and yearly closings.
   - Provide necessary adjustments and reconciliation to related accounts.
   - Timely record and follow up on account receivables and payables.
   - Monitor the prepayments and its amortization.
   - Maintain the account schedules and complete record of all pertinent documents.
   - Review the amortization to ensure proper charging and reconciled with the General Ledger.
   - Provide document and analysis requested by the management, external and internal auditors.
3. Provide support in the preparation of Annual Operational Budget.
   - Review budget for staff salary and allowances
   - Provide support & information to facilitate development of Annual Operational Budget.
   - Perform Staffing budget monitoring and provide budget utilisation report.
   - Provide document and analysis staff budget as requested by the management.

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

**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.
- 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 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 **31 May 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

******