



IOM International Organization for Migration
OIM Organisasi Internasional untuk Migrasi

OPEN TO INTERNAL AND EXTERNAL CANDIDATES

International Organization for Migration (IOM) Indonesia is looking for **Finance Assistant III**, according to the terms of reference below. Interested candidates are invited to send their application with the cover letter, complete the Personal History Form which can be downloaded at <http://www.iom.or.id/loadpdf.jsp?lang=eng&pgs=pcmain&file=phform.xls> and submit to recruitment-indonesia@iom.int not later than **25 October 2011** indicating the reference code below as subject. All candidates are requested to specify their availability date and minimum three referees in the application form. Please note that only short-listed candidates will be contacted.

Reference No : SVN/ID10/2011/053
Position Title : Finance Assistant III
Duty Station : Jakarta, Indonesia
Classification : Employee, G6
Type & Duration of contract: SAIC, 3 month with possibility for extension

General Functions:

Under the direct supervision of the National Resource Officer and overall supervision of the Senior Resource Management Officer, the incumbent will be responsible for providing administrative, budgetary, reporting and finance support services to the mission's activities. In particular, he/she will:

1. Assist the NRO/SRMO in monitoring and overseeing the day-to day administrative, budgetary and financial functions in accordance with IOM's rules, regulations and procedures
2. Assist the NRO/SRMO in prompt and accurate financial tracking, record keeping and reporting for all activities in Jakarta and ensure that all records are in accordance with IOM standards.
3. In coordination with the NRO/SRMO, prepare financial information for developing budget of a new project.
4. In coordination with NRO/SRMO, oversee budget control process and analyze variances between budget and actual expenditures for (but not limited to) Management and Care of Intercepted Irregular Immigrants Project – Phase II prepare pipelines, financial and donor reports.
5. Ensure that accounts documentations received for bank/cash payments in Jakarta and/or its sub-offices are entered in PRISM on time and proper coding is used according to IOM's rules and regulations.
6. Undertake quality control checks on the monthly accounts, ensure that vendor accounts are cleared in a timely manner, review and reconcile the balance sheet and review all other outstanding financial matters with banks and suppliers.
7. In coordination with NRO, review request for payment and receipt prior to the approval and processing of payment or receipt.

8. Bring to the attention of the NRO/SRMO the problems encountered and proposed solution.
9. Prepare the salary deduction for National Staffs Payroll and Consultant deduction to be submitted to HR every month.
10. Updating projectization for national staff salaries and responsible for finalization of payroll for National Staff in PRISM including sending the electronic file of the payroll payment to the bank.
11. In coordination with NRO/SRMO, process monthly closure of accounts and prepare and review monthly accounting statements.
12. Maintains financial reports, banking system and a filing system for vouchers
13. Perform any other duties as may be assigned.

Qualifications:

(Education, experience and personal qualities) University degree in Accounting with a professional certification as chartered accountant (CA) or certified public accountant (CPA), or alternatively, an equivalent combination of relevant training and field experience, specifically in IOM accounting systems. Minimum five years of finance/accounting and administrative experience and at least three years of relevant professional experience.

Knowledge of IOM accounting systems (SAP), software and procedures are a distinct advantage. Ability to prepare clear and concise reports and to analyze and interpret source information and data. High level of computer literacy is required, particularly in IOM computerized accounting systems. Good knowledge of MS office, specifically EXCEL.

Good communication skills. Personal commitment, efficiency, flexibility, drive for results, respect for diversity and creative thinking. Ability to lead, coach and work effectively and harmoniously with colleagues from varied cultures and professional backgrounds.

Languages: Thorough knowledge of English

IOM Mission in Indonesia

Sampoerna Strategic Square 12A Floor North Tower, Jl. Jend. Sudirman Kav. 45-46, Jakarta 12930, Indonesia
Tel: +62 (21) 57951275 • Fax: +62 (21) 57951274 • E-mail: iomjakarta@iom.int
Website : www.iom.or.id