



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 **Administrative/Finance Assistant II**, according to the terms of reference below. Interested candidates are invited to send their CV with the cover letter in ENGLISH and 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 **28 December 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/ID10/2011/65
Position Title : Administrative/Finance Assistant II
Classification : General Service Staff, G5
Duty Station : Bogor, Indonesia
Type & Duration of contract : SAIC, 9 month with possibility for extension (subject to the medical clearance)

General Functions:

Under the guidance and direct supervisor of the Chief of Administrative and Finance Services IOM Indonesia in Jakarta and in close coordination with Head of Sub-Office in Bogor, the field-based incumbent will be responsible for providing administrative and finance support to the Bogor office. In particular, he/she will be:

1. Responsible for checking the accuracy of all payments, invoices, official receipts before processing the requests for payment
2. Processing and releasing cash and cheque payments to staff and/or other payees as approved by the Head of Sub-Office, ensuring that signed official receipts support all payments
3. Ensure that all settlements are submitted on timely manner and are accurate.
4. Maintain cash advance balance of each staff and vendor as well as clear them in timely manner.
5. Responsible for the petty cash management and reimbursement of approved expenditures of staff
6. Maintain daily balance book/ledger to support the petty cash
7. Prepare monthly financial report reflecting all cash receipts and expenditures to be reviewed by the Head of Sub-Office and submit to the Jakarta office
8. Perform as procurement and logistics focal point and in close coordination with Procurement and Logistics Dept. in Jakarta
9. Prepare monthly budget forecast and submit to Jakarta Office for approval and subsequent funds transfer
10. Maintain an efficient filing system of all financial and other supporting documents
11. Ensure that the Daily Subsistence Allowance computation for official travel is correct and accurate before releasing funds

12. Distribute mobile phone bills to staff and ensure prompt payment of all individual and personal calls.
13. Conduct random checks to ensure that all identified calls are work-related and are justifiable.
14. Provide clerical assistance (drafting letters of correspondence, etc) as necessary
15. Maintain an efficient filing system for each project implemented in the field.
16. Maintain copies of updates confidential individual records of employees based in Bogor and ensure that copies of all relevant documents related to staff employment are enclosed, such as updated Personal History Forms, Curriculum Vitae Medical forms (claims, receipts), contracts, etc
17. Assist in the preparation of Travel Authorization for staff on approved official trips
18. Maintain employee attendance and leave records and communicate directly with Human Resources in Jakarta for payroll purposes
19. Generate and prepare administrative report as required
20. Undertake other administrative and finance duties that may be assigned from time to time which are commensurate to the position

Desirable Qualification:

(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 three years of finance/ accounting and administrative experience

Knowledge of publicly recognized accounting systems (SAP, ATLAS, Oracle, etc.), 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 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 is a requirement.

Language : Fluency in English.

IOM Mission in Indonesia

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