



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/ID10/2011/66
Position Title : Administrative/Finance Assistant II
Classification : General Service Staff, G5
Duty Station : Banda Aceh, Indonesia
Organizational Unit : Police Project
Type & Duration of contract : SAIC, 3 month with possibility for extension

General Functions:

Under the general guidance and supervision of the Chief of Administrative and Finance Services IOM Indonesia in Jakarta and under the direct supervision of the Project Manager of Police Project for project related activities and Finance Assistant of SEGA Project for technical issues, the field based incumbent will be responsible for providing administrative and finance support to the Police Project in line with IOM financial and administrative regulations and rules. In particular, he/she will be responsible for the following functions:

1. Prepare all financial documents, including Cash Advance requests, Requests for Payments, Cheques and Bank transfers for Police Project in coordination with Police Project Manager, submit for final verification and processing to designated Finance Assistant and SEGA Project Manager – bank signatory for approval and processing
2. Process and release cash payments to staff and other payees approved by approving officer, ensuring that signed official receipts support all payments.
3. Responsible for petty cash and handle petty cash requirements of all staff and reimbursement of approved expenditures.
4. Report the settled advances to designated Finance Assistant and return the unspent cash to IOM bank account.
5. Responsible for the advances tracking system (using special numbers for each advance) out of bank ledge, and reconcile every time when new advance taken or settled
6. Receive and check all incoming invoices/official receipts.
7. Prepare daily financial report reflecting all cash receipt and expenditures for review by Project Manager and submission to Finance Assistant in SEGA.
8. Prepare accurate monthly petty cash and financial reports to be submitted to the PM for review and subsequent inclusion in the monthly financial report.

9. Review all payment request and certification, including those from the Project Assistants and forward to Finance Officer for processing of payments.
10. Review transfer of payment request from Project Assistant/Manager and other payees as approved by Approving Officer.
11. Distribute mobile phone bills to staff and ensure prompt payment of individual and personal calls.
12. Conduct random checks to ensure that all call identified as work related are justifiably so.
13. Prepares relevant materials in compliance with IOM's and donor agencies' reporting requirement as requested.
14. Monitor the financial activities the field.
15. Process and examine financial requests/reimbursement, funding request from these sub-offices.
16. Prepare reports on assigned accounts, noting problems resulting from excess cost or receipts; clarify problems with the sub-offices on accounts code.
17. Prepare draft financial report for Police Project and submit to Finance Unit in Jakarta and ensure correctness of all travel authorizations, claims and supporting documentations
18. Prepare monthly pipeline of Project expenditures as well as budget monitoring in coordination with Finance Focal Point in Jakarta.
19. Coordinate with Human Resources Unit in Jakarta regarding the police project's attendance and leave records.
20. Maintain an efficient filing system of all financial and other supporting documents.
21. Responsible for asset management of all assets of Police Project
22. Prepare and analyze fuel consumption calculation for IOM and rented vehicles
23. Perform other duties as may be assigned.

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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