



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 III**, 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/ID10/2011/67
Position Title : Administrative/Finance Assistant III
Classification : General Service Staff, G6
Duty Station : Medan, Indonesia
Type & Duration of contract : SAIC, 9 month with possibility for extension (subject to the medical clearance)

General Functions:

Under the direct supervision of the Chief of Administrative and Finance Services IOM Indonesia in Jakarta and in close coordination with Head of Sub-Office/Operation Officer in Medan, the field based incumbent will be responsible for providing administrative, accounting, budgetary, reporting and other financial support services to the Medan sub-office and other sub-offices in Sumatra region. In particular, he/she will:

1. In coordination and guideline from Chief of Administrative and Finance Services, perform and oversee the day-to day accounting, HR, administrative, and procurement / logistics functions in accordance with IOM's rules, regulations and procedures
2. Assist the Chief of Administrative and Finance Services in prompt and accurate financial tracking, record keeping and reporting for all activities in Sumatra Region and ensure that all accounting entries and records are in accordance with IOM standards.
3. In coordination with the Chief of Administrative and Finance Services, prepare financial information for developing budget of a new project.
4. In coordination with National Head of Finance Unit/ Chief of Administrative and Finance Services in Jakarta, oversee budget control process and analyze variances between budget and actual expenditures for (but not limited to) Project activities in Sumatra Region prepare pipelines, financial and donor reports.
5. Ensure that accounts documentations received for bank/cash payments in Sumatra Region 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 National Head of Finance Unit, review request for payment and receipt prior to the approval and processing of payment or receipt.
8. Bring to the attention of the Chief of Administrative and Finance Services 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. Work in IOM accounting system (PRISM – SAP). In coordination with National Head of Finance Unit/Chief of Administrative and Finance Services, process monthly closure of accounts and prepare and review monthly accounting statements.
11. Supervise admin/finance staff.
12. Maintains financial reports, banking system and a filing system for vouchers
13. Train other staff in sub-offices in IOM admin and finance procedures
14. 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 publicly recognized accounting systems. Minimum five years of finance/accounting and administrative experience and at least three years of relevant professional 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.

Languages: Fluency in English

IOM Mission in Indonesia

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