

Konservasi Indonesia is a national foundation established to support sustainable development in the country. We are the main partner of Conservation International in Indonesia. For more information, please visit: www.konservasi-id.org

We envision a healthy and prosperous Indonesia where biodiversity is valued and preserved. With offices and project sites across Indonesia, we promote a sustainable landscape-seascape approach and establish partnerships with multiple stakeholders across sectors and jurisdictions to deliver lasting impacts for people and nature in Indonesia.

As we are constantly expanding, we are currently hiring to fill the following position for our office in **Jakarta**:

Project Finance Coordinator

(Code: PFC)

The position is responsible for assisting the Program Team in the implementation and record keeping and validation of the financial transactions based on the financial procedures/requirements of the organization and public donors. Provides support in finance area to project/program staff to ensure good practices and compliances with accounting standards, organization, and donor policies and procedures.

Financial support-related duties include assisting with contract administration and overseeing day-to-day financial transactions including check requests, classes, reimbursements, and providing related analysis. This position also provides operational, administrative support, and providing related ad-hoc operational support. Under direct supervision of Program Lead and technical supervisor of Budget and Reporting Manager. This position will work closely with the Finance Team, this position's primary responsibility is for day-to-day management of projects/programs.

KEY RESPONSIBILITIES

- Review transactions for completeness, accuracy and proper documentation and approvals prior to processing. Ensure compliance with accounting standards, KI, donor's policies, and procedures.
- Monitor and project cash and expenses balances.
- Prepare donors and external partner statements and reports for management review.
- Assist in the development and monitoring of budgets and forecasts. as directed.
- Assist management in coordination internal and external audits for project, provide necessary documentation, and address audit findings and recommendations.
- Assist Budget and Reporting Manager to ensure the reporting compliance requirements from the donor and consult with Senior Accounting and Finance Manager.
- Perform other related duties as assigned.

ADDITIONAL RESPONSIBILITIES

- Provide guidance and support to project staffs. Assign tasks, monitor progress, and ensure timely completion of deliverables. Mentor and train team members to enhance their skills and knowledge.
- Participate in special projects, such as workshop and training, financial system implementations, or process improvements. Contribute to cross-functional initiatives and provide financial expertise and insights.

QUALIFICATIONS

Required (*critical to successful job performance. Applicants not meeting required skills may not be hired*)

- A bachelor's degree in finance or accounting, at least 5 years of experience in relevant field.
- 3 - 5 years experience accounting or related work experience. Fund accounting experience preferred.
- Proficiency in accounting processes and practices is necessary. Understanding financial statements, financial analysis, budgeting, and taxation are also important.
- Experience with accounting and financial reporting systems and software.



KONSERVASI INDONESIA

- Proficiency in relevant software and tools is necessary. This may include spreadsheet applications (e.g., Microsoft Excel or Google Sheets), accounting software (e.g., QuickBooks, SAP, or Oracle), and financial analysis tools.
- Attention to detail, highly organized, ability to prioritize and multitask and meet deadlines in a fast-paced environment.
- Ability to maintain a positive attitude, service focus, and work independently and as part of a diverse team.
- Good command of English (reading, writing, speaking and understanding)

WORKING CONDITIONS

- Typical office environment. May need to work beyond normal work hours to meet reporting deadlines.
- Travel expected.

Please send your current resume and cover letter (no more than 4 pages) to:
indonesia.hrd@konservasi-id.org

Please fill the "subject" column of the e-mail with this format:

< PFC > - < your name >

Closing date for the application is **May 6, 2025**
(Only short-listed candidates will be notified).