

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**:

Finance & Grants Manager

(Code: FG-M)

Konservasi Indonesia (KI) is seeking a qualified and motivated individual for Finance & Grant Manager position to support the Tropical Forest and Coral Reef Conservation Act (TFCCA) program in Indonesia. The Finance & Grant Manager is responsible for overseeing the financial and administrative management of grants under the TFCCA programs. This includes budgeting, financial reporting, compliance, and coordination with grantees and stakeholders. The role ensures that all financial and grant-related processes are implemented effectively, transparently, and in accordance with donor and institutional requirements.

KEY RESPONSIBILITIES

Grant Management & Coordination

- Build and maintain strong relationships with grantees, government agencies, experts, and other stakeholders involved in TFCCA program implementation.
- Coordinate and review the issuance of grant agreements between KI Foundation and grantees.
- Oversee the preparation of administrative documents from proposal announcements to fund disbursement.
- Ensure smooth communication between TFCCA and grantees throughout the grant lifecycle.
- Coordinate the review of grantee accountability reports and ensure timely submission and compliance.
- Lead the monitoring and evaluation of financial reporting by grantees.
- Notify grantees of grant closure at least one month before the agreement end date.
- Coordinate the preparation of Grant Closeout Reports (GCR) for completed projects.
- Maintain accurate and accessible records of grantee data and financial correspondence.
- Prepare financial reports and supporting documents for annual audits.

Budget Management

- Lead the development of program and institutional budgets in collaboration with budget holders.
- Prepare and manage annual and multi-year budgets, incorporating project considerations and institutional deadlines.
- Adjust budgets monthly to reflect updated forecasts and allocations.
- Facilitate monthly budget review meetings with the Operations Director, Budget Holders, and Senior Management Team.
- Oversee cost and staff allocations to ensure accurate financial planning.

Financial Reporting & Analysis

- Produce accurate and timely donor financial reports, ensuring compliance with donor requirements.
- Generate internal budget vs. actual reports and provide variance analysis and burn-rate insights.
- Develop and maintain financial dashboards covering key metrics such as program/project, budget source, cost category, region, and account type.
- Consolidate project financial reports, including overspent or overdue projects.
- Assist in managing Project Master Files and present financial information in staff and board meetings.

- Support project-specific and institutional audits and evaluations.

Compliance & Advisory

- Advise staff on donor requirements and provide training on financial policies and procedures.
- Liaise with the Grants & Contracts Unit on sub-grants and procurement compliance.
- Coordinate with the Accounting & Finance Unit to ensure accurate and updated financial data.
- Ensure adherence to financial regulations across all offices.

Banking & Cash Management

- Ensure timely and compliant processing of payments.
- Oversee monthly bank and balance sheet reconciliations.
- Manage cash flow projections and petty cash systems.
- Ensure compliance with CI global policies on advance liquidation.

Staff Development & Capacity Building

- Provide training and technical assistance to finance staff and program managers.
- Collaborate with HR to ensure timely and accurate timesheet submissions.
- Build internal capacity to support financial compliance and reporting.

General Finance & Accounting Functions

- Support the Operations Director in developing and implementing financial policies.
- Participate in procurement processes and support administrative functions.
- Lead internal and external audit processes.
- Maintain and update the Operations Manual.
- Oversee taxation compliance and support financial due diligence.

ADDITIONAL RESPONSIBILITIES

- Ensures that activities are in compliance with organizational policies and any relevant external regulations.
- Perform related duties as assigned.

QUALIFICATIONS

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

- Bachelor's Degree and at least 10 years or more related work experience. Experience in conservation program with relevant education background
- Program or project management experience, preferably in the conservation, NGO, advocacy, or related for-profit arena.
- Up to 4 years of experience supervising others including multi-disciplinary teams.
- Strong organizational and time management skills.
- Strong communication and presentation skills including the ability to effectively convey complex details or technical information.
- Highly familiar with etiquette, protocol, and employing cultural awareness and sensitivity.
- Highly organized and able to manage multiple priorities simultaneously in a dynamic environment
- Proficient in management of Information Technology
- High-level skills in use of standard accountancy software including MS Excel

WORKING CONDITIONS

- Work is performed in a typical office environment.
- Willingness to work flexible hours to attend conferences and meetings in different time zones.

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:

< FG-M > - < your name >

Closing date for the application is **July 26, 2025**

(Only short-listed candidates will be notified).