

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 and Reporting Coordinator

(Code: FR-C)

KI is seeking a qualified individual for Finance & Reporting Coordinator based in Jakarta. This position is responsible for supporting the financial management and reporting functions of the TFCCA Program. This role ensures that financial transactions are processed accurately and in compliance with KI and donor policies. The coordinator plays a key role in managing accounts payable, maintaining financial records, supporting audits, and producing financial reports including grantee consolidations report. This position works closely with the Finance & Grant Manager to ensure effective financial oversight and reporting.

KEY RESPONSIBILITIES

Financial Management & Compliance

- Assist the TFCCA Administrator in managing financial resources in accordance with KI procedures.
- Ensure compliance with financial policies, donor regulations, and internal controls.
- Oversee accounts payable processes, including invoice processing, payment approvals, and vendor management.
- Ensure timely and accurate processing of payments and financial transactions.
- Maintain and reconcile bank and/or petty cash in accordance with KI financial regulations.
- Review financial transactions for completeness, accuracy, and proper documentation.
- Coordinate travel budgets and advance settlements for the administrator team.
- Support the Grant & Contract Officer in grant-related financial processes as needed.
- Coordinate with regional facilitators on financial matters, including field visits when necessary.

Accounting & Reporting

- Maintain the general ledger and ensure accurate recording of financial transactions.
- Perform month-end and year-end closing activities, including reconciliations, accruals, and journal entries.
- Monitor and project cash balances and expenditures.
- Prepare donor and external partner financial statements and reports for management review.
- Assist in the development and monitoring of budgets and forecasts.
- Ensure tax compliance in coordination with the Finance & Grants Manager.

Reporting & Analysis

- Produce accurate and compliant donor financial reports by the due date, coordinating inputs and approvals as required.
- Generate internal budget vs. actual reports for cost centre managers, ensuring accuracy and compliance.
- Provide analysis on project burn rates and variances.
- Develop and maintain financial dashboards covering budget vs. actuals, implementation rates, and other key metrics.
- Consolidate regular project financial reports, including those related to overspending or overdue projects.
- Assist in creating and managing Project Master Files.
- Present financial information in staff meetings and support the preparation of the Yayasan's annual financial report.
- Support project-specific and institutional audits and evaluations.

Audit & Documentation

- Provide support for internal, external, and donor audits, including preparation and submission of required documentation.
- Maintain accurate financial records and archives for audit readiness and compliance.
- Review transactions for completeness, accuracy and proper documentation and approvals prior to processing. Check for compliance with KI policies and donor/partner requirements.
- Reconcile assigned accounts which may include petty cash and bank accounts. Work with immediate supervisor to investigate discrepancies.
- Perform related duties as assigned.

QUALIFICATIONS

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

- Bachelor's degree in accounting, Finance, or a related field.
- Up to 4 years of work experience in finance, budget with experience in a non-profit global organization is advantageous
- Proficient and experience with Microsoft Excel, including advanced functions such as VLOOKUP, pivot tables, and complex formulas.
- Experience with financial systems and software.
- Highly organized and ability to multi-task, prioritize, and adapt to changing priorities.
- Strong attention to detail and problem-solving abilities.
- Demonstrated ability to handle confidential and sensitive information.
- Ability to maintain a positive attitude, service focus, and work as part of a diverse team.

ADDITIONAL QUALIFICATIONS

- Experience with Non-Government Organization (NGO)
- Prior USAID experience will be an added value.
- Good interpersonal and teamwork skills.

WORKING CONDITIONS

- Typical office environment.
- No 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:

< FR-C > - < your name >

Closing date for the application is **July 30, 2025**
(Only short-listed candidates will be notified).