



FINANCE OFFICER (ID122)

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,
FFI Vice-president

Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, while improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant, and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

FFI's Indonesia Programme

Fauna & Flora International (FFI) is an international NGO established over 100 years ago. FFI acts to conserve threatened species and ecosystems worldwide and has been working in Indonesia since 1996, operating field offices in eight provinces. Under the Memorandum of Understanding (MoU) with the Indonesian Ministry of Environment and Forestry (MoEF), FFI has been partnering with government agencies, local NGOs, civil society organizations, local communities, and private sector companies to deliver conservation goals in Indonesia.

FFI's innovative approach has catalyzed change through a number of flagship programmes in Indonesia, including the community ranger initiative which has transformed former combatants, wildlife poachers and loggers into champions of the environment. We are also pioneering sustainable financing mechanisms to support communities through our innovative approach.

Sulawesi Conservation Project

Fauna & Flora International's Indonesia Programme (FFI-IP) is currently implementing conservation projects in South Sulawesi. One of them is "Long-Term Protection of the Maros-Pangkep Karst Landscape" in Maros and Pangkajene-Kepulauan (Pangkep) Regency by promoting the status of Biosphere Reserve in Bantimurung-Bulusaraung National Park and initiate Essential Ecosystem Area (KEE) of Maros-Pangkep Karst. The latest one, FFI-IP will run a conservation project in Gandang Dewata National Park, administration of South Sulawesi, which will be promoted as the new protected area of the KEE.

This program has been funded by Rainforest Trust (RFT). This program has been held since October 2021 until December 2026.

The Opportunity

FFI is seeking a qualified professional to fill the Finance Officer of the FFI Indonesia Programme. The position will be based in Maros - Pangkep, South Sulawesi Province, Indonesia. The role offers an opportunity to learn and develop a career in an exciting and rewarding environment. In return, FFI Indonesia offers an attractive range of benefits, as well as opportunities to learn and develop your career in an exciting and rewarding environment.

Terms and Conditions

Start Date	: As soon as possible
Duration of Contract	: 2 (two) year contract with possible extension
Salary	: Negotiated based on the experience
Location	: The position is based in Maros-Pangkep, South Sulawesi Province , with travel to monitor project in the field and in another site project
Benefits	: 20 days leave per annum Time off in lieu (TOIL) Social Security Agency (BPJS) Religious Holiday Allowance/THR Health and Life Insurance
Hours of Work	: Full time working hours are Monday to Friday from 9.00am to 6.00pm, with a one-hour lunch break. These hours may be varied in agreement with the Line Manager.

Job Description

Job Title	: Finance Officer
Reporting to	: Programme Manager (Operating) Finance Manager (Technical Finance)
Key Relationships	: Admin Staff Project Staff Partners

Job Purpose:

The Finance Officer is responsible for managing financial records, performing reconciliations, reviewing expenses reports, ensuring compliance with financial policies and procedures, providing financial reports and support in budget planning, forecasting and financial reporting.

Main Duties:

1. Manage records in cashbook and receipts
2. Perform monthly reconciliation of bank, cash, and advance
3. Support the Project Manager in monitoring cash flow and ensuring adequate balances are available in FFI's bank accounts
4. Review expenses report from staff and partners
5. Process the invoice, cash advance to staff and partners, and ensure all payment follow FFI's and donor procedure
6. Assist with the preparation of financial reports for management, donors and other stakeholders
7. Review budgets and ensure compliance with financial policies and procedures
8. Provide support in budget planning and forecasting
9. Maintain an effective filing and documentation system for all financial records
10. Provide training and capacity building to staff and partners on financial management

Person Specification

	Essential	Desirable
Education and Language	<ul style="list-style-type: none">• University graduated in the field of economics, accounting and management or those relevant to the duties and responsibilities	Ability to speak English
Skills, Knowledge and experience	<ul style="list-style-type: none">• Proficient in operating Ms. Office especially Ms. Excel and• Understand the administration of procurement of goods and services for offices.• Have experience working with NGO in finance field• Have experience with the model of recording and managing cash flow.	<ul style="list-style-type: none">• Having excellent ability to communicate and writing letter and emails;• Have good accuracy and numeracy skills;
Behavioural Qualities	<ul style="list-style-type: none">• Trustworthy• Collaborative and cooperative• Open minded• Values diversity• Culturally sensitive and adaptable• Impact-focused• Highly organized• Attentive to detail• Flexible and responsive to the needs of the organization	<ul style="list-style-type: none">• Interest in indigenous cultures and customary resource management.• Eager to learn and enthusiast to explore the possibility
Other	<ul style="list-style-type: none">• Commitment to FFI's mission and values.	

How to Apply

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to HRIndonesia@fauna-flora.org

Please mark your application “**Finance Officer_ID122**”.

The closing date for applications is **20 April 2023**. Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which FFI is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Ester Rinandhita, HR & Recruitment Administrator, FFI, on Tel: 021-2276-4295 or Email: ester.rinandhita@fauna-flora.org

FFI values diversity and is committed to equality of opportunity.