



JOB VACANCY

**PROJECT Finance & Admin Officer**  
**Strengthening Inclusion in Humanitarian Action through**  
**Cluster Mechanism (SEHATI)**

**Line Manager:** Project Coordinator

**Duty Station:** The Post holder preferably be based in the Greater Jakarta Area (Jabodetabek) with possibilities of travel to several other cities in Indonesia.

**Work type:** Full time (12-month contract), with funding available to at least 26 months- This position will commence after the signing of the contract

**Application Close:** 18 October 2024

**Salary Scale:** IDR 5 – 7 million

**Mission:**

The SEHATI project (Strengthening Inclusion in Humanitarian Action through Cluster Mechanism) aims to enhance the inclusion of persons with disabilities, older people, and other high-risk groups in Indonesia's disaster management systems. Implemented by YEU (lead) and MPBI (co-lead) with the support from CBM Global, this project seeks to increase the active involvement of people with disabilities, the elderly and other at-risk groups in humanitarian actions by strengthening the capacity of Organizations of Persons with Disabilities (OPDs) and improve coordination within the National Cluster for Displacement and Protection (Klasnas PP).

By mainstreaming disability inclusion across humanitarian clusters and advocating for the meaningful participation of high-risk groups, SEHATI aspires to build a disaster-resilient community where the rights and dignity of vulnerable populations are protected.

The Finance and Administration Officer will be responsible for applying the financial operations and administrative functions of the SEHATI project, ensuring efficient financial planning, budgeting, reporting, and compliance with donor requirements. This role also involves handling day-to-day administrative tasks to support the smooth implementation of the project. The Finance and Administration Officer will work closely with the Project Coordinator and MPBI secretariat to ensure that financial and administrative systems are in place to meet project objectives effectively.

**Job Description:**

Finance

- Carrying out planning for project's financial management and cash flow
- Conducting documentation for project's financial records



- Conduct project's financial transactions both
- Perform financial billing to clients along with supporting documents in accordance with MPBI's company regulations in a timely manner
- Prepare financial reports, cash flow and supporting documents for the project
- Checking all requests for payment of goods and services projects according to the proposed and approved budget
- Manage files and documentation of hard copy and soft copy versions of transactions related to financial, tax and other aspects
- Plan and carry out all tax management activities related to the project in accordance with the latest government regulations
- Coordinate and communicate well with internal and external parties regarding all processes that require approval and recommendations regarding project finances
- Provide periodic work results reports to the project coordinator and MPBI's management team

#### Admin

- Manage project's administration
- Create project's administrative documents such as contracts, cooperation agreements, work agreement letters, and other correspondence documents
- Support in organizing and facilitating meetings, conferences or special events according to the needs of the project
- Ensure administrative processes for projects and procurement are carried out on time according to company rules
- Perform administrative documentation for all process activities neatly and in detail
- Coordinate and communicate well with internal and external parties for all processes that require approval and recommendations regarding project's administration and assets
- Provide periodic work results reports to the company's directors

#### General Affairs

- Manage and document all project's assets, both fixed assets and leased assets
- Receive, record and document incoming and outgoing correspondence
- Management and procurement of goods and facilities that support the project's operations

#### Others

- Perform other duties that may arise in line with the level of responsibilities of the JD, as agreed with the line manager.



**Knowledge/Experience required:**

- Bachelor Degree OR at least 3 years of experience in finance, accounting, business administration or any other related field
- Excellent knowledge and application of financial and administration implementation and record.
- At least 3 years progressive experience in project finance
- Experience with donor-funded projects and familiarity with donor reporting requirements
- have an open mind towards diversity, gender equality, and inclusion
- Works with trustworthiness and integrity and has a clear commitment to MPBI's core values and humanitarian principles

**Skills required:**

- High level of integrity and professionalism.
- Working in Team skills
- Strong financial reporting skills
- Excellent organizational skills and attention to detail
- Organized, creative, motivated
- Ability to deliver the required outputs and outcomes of a project financial and administration within time and budget and formulate solutions to challenges
- Proficiency in accounting software (e.g., QuickBooks, Sage) and Microsoft Office Suite (particularly Excel).
- Good networking skills is desirable
- Fluent in written and spoken English is an advantaged
- Ability to work under pressure and manage multiple tasks simultaneously.

**How to Apply:**

Interested applicants are invited to submit their applications via the following Google Form:  
<https://bit.ly/ApplyForMPBI>