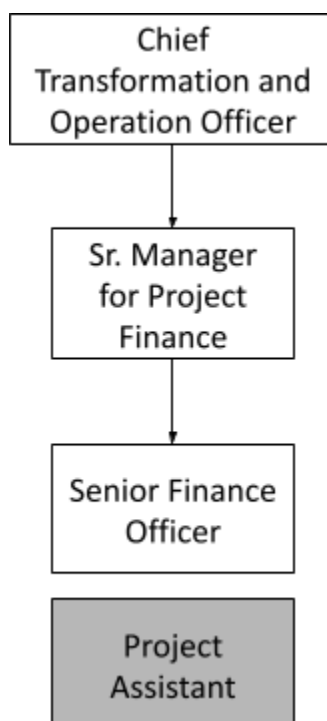


SCOPE OF WORK (SOW)	
Position	: Project Assistant
Department	: Finance and Administration
Employee Type	: Contract
Revision Date : 18 Dec 24	

I. SUMMARY OF ROLE

The Project Assistant will provide essential financial and administration support to the project team and finance team, ensuring that financial operations for various projects are carried out efficiently and transparently. This role will include assisting in managing project budgets, assisting with financial reporting, maintaining records, organizing meetings, and ensuring compliance with relevant financial regulations.

II. ORGANIZATION CHART



III. JOB DESCRIPTIONS

Main Responsibilities	Activities	Output/ Measurement
1. Financial Record Keeping and Documentation	<ul style="list-style-type: none"> Assist Project Finance Officer in maintaining accurate and up-to-date financial records for project activities. Assist Project Finance Officer in ensuring that all financial transactions related to projects are properly documented and aligned with organizational policies. Support the preparation of regular financial reports for internal stakeholders and external donors, ensuring compliance with donor guidelines and organizational procedures. 	100% accuracy in financial record-keeping, ensuring timely and accurate documentation of all project-related transactions.
2. Document Management	<ul style="list-style-type: none"> Assist Project Finance Officer in maintaining organized digital and physical files for all financial documents related to the projects, such as invoices, receipts, financial reports, and contracts. Assist Project Finance Officer in ensuring proper archiving and easy retrieval of financial and project documentation as needed for audits or internal reviews. 	Ensure that all financial and project documentation is well-organized, accurate, and easily accessible for audits and reviews.
3. Administrative Support for Project Teams	<ul style="list-style-type: none"> Provide administrative assistance to project teams by working with procurement teams in preparing meeting rooms and consumption. Assist Project Team in coordinating logistics for project-related events, workshops, and meetings. Manage communication and correspondence related to project activities, ensuring timely follow-up and responses. Answer general inquiries related to project finances and direct them to the appropriate team members. Support other departments as needed with administrative tasks related to project finance. 	Successful coordination and logistics for project events, with minimal issues or delays.

<p>4. Budget Tracking and Monitoring</p>	<ul style="list-style-type: none"> • Assist Project Finance Officer with monitoring and tracking project expenses, ensuring adherence to approved budgets. Assist Project Finance Officer in identifying potential budget overruns and assist with implementing corrective actions. • Assist project finance officer in regularly update and maintain financial spreadsheets and databases to ensure accurate project budget tracking. 	<p>Ensure that donor financial reports are completed and submitted on time, meeting all donor requirements.</p>
<p>5. Invoice Processing and Payments</p>	<ul style="list-style-type: none"> • Coordinate with procurement teams and project team in dealing with vendors, suppliers, to process payments and invoices for project-related expenses. • Assist Project Finance Officer in verifying invoices for accuracy and ensure they are consistent with budget allocations and project deliverables. • Support timely processing of invoices and ensure compliance with internal finance procedures and donor funding guidelines. 	<p>No discrepancies or delays in payment processing. Maintain 100% compliance with project budgets and donor restrictions for payments.</p>
<p>6. Procurement Support</p>	<ul style="list-style-type: none"> • Assist Project Finance Officer in managing procurement documentation, including purchase orders, contracts, and other necessary paperwork. • Assist Project Finance Officer in maintaining a record of project-related procurement activities and ensure all purchases are compliant with budget and organizational policies. • Ensure timely follow-up with procurement team in dealing with vendors to resolve any issues regarding product quality, delivery schedules, or payment discrepancies. 	<p>Ensure all procurement activities are in compliance with the organization's financial policies and donor regulations, including obtaining appropriate approvals for purchases.</p>

<p>7. Audit and Compliance Support</p>	<ul style="list-style-type: none"> • Assist Project Finance Officer in ensuring that all financial records related to projects are fully prepared for audits, including maintaining an organized system of records (e.g., invoices, receipts, contracts, financial reports). • Work with the finance team to ensure that any missing or incomplete documentation is identified and corrected before the audit process begins. • Assist Project Finance Officer in ensuring that project financial transactions comply with both internal organizational financial policies and donor requirements. 	<p>Achieve 100% compliance with audit requirements by maintaining proper documentation that supports all project expenses and transactions.</p>
--	---	---

IV. QUALIFICATIONS

- Proven experience as a Project Assistant or similar role
- Bachelor's degree in Business Administration, Finance or relevant field
- Knowledge of project management principles
- Strong organizational and multitasking skills
- Proficiency in MS Office and other financial/accounting systems (e.g., QuickBooks, SAP, Zahir, Microsoft Dynamics or similar) is strongly preferred.
- Excellent written and verbal communication skills
- Excellent in Bahasa Indonesia and English
- Ability to work effectively within a team and independently
- High level of accuracy and attention to detail and ability to work with numbers.
- Proven experience with donor-funded projects and financial compliance is a plus.
- Proven experience with auditing processes and working with auditors to ensure compliance with financial regulations and organizational policies is a plus.
- The role may involve working under tight deadlines and in a dynamic environment.

V. COMPETENCIES

- Familiarity with project management concepts and methodologies.
- Experience with financial/accounting systems like QuickBooks, SAP, Zahir, Microsoft Dynamics, or similar (highly preferred).
- Proven experience with donor-funded projects and financial compliance is an advantage.
- Strong ability to maintain document organization, multitask, and manage logistics.
- Excellent written and verbal communication skills in Bahasa Indonesia and English.
- Ability to work effectively both independently and as part of a team.
- High level of accuracy and strong attention to detail, particularly in handling financial and administrative data.
- Capacity to meet tight deadlines in a dynamic and fast-paced environment.
- Demonstrated ability to adhere to donor requirements and organizational financial policies.