

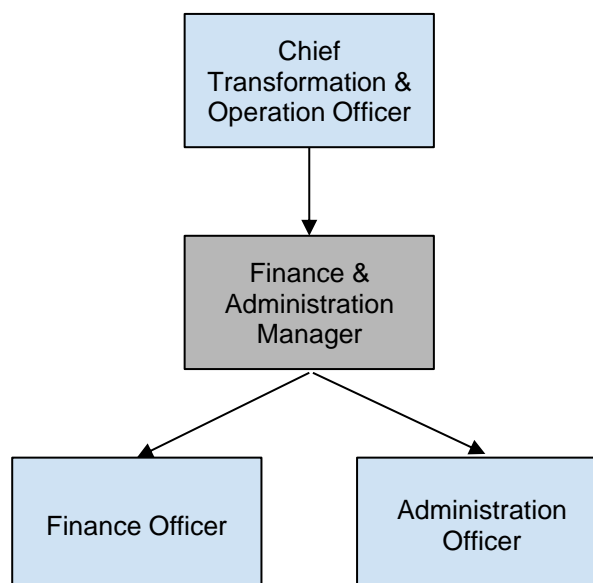
JOB DESCRIPTION	
Position	: Finance and Administration Manager
Department	: Finance and Administration
Employee Type	Permanent position with 3 months' probation
	Revision Date : 05 December 2023

I. SUMMARY OF ROLE

The Finance and Administration Manager is committed to lead and develop an internal team to support the following areas: finance, business planning and budgeting, administration.

The Finance and Administration Manager shall be responsible for overseeing the administrative and financial functions towards driving best practices within the organization to maximize efficiency and growth.

II. ORGANIZATION CHART



III. JOB DESCRIPTIONS

Responsibility	Activity	Output/Measurement
Financial Management	<ul style="list-style-type: none"> ● Lead annual budgeting process; ● Prepare and review financial reports; ● Manage cash flow, maintain accounts payable and accounts 	<ul style="list-style-type: none"> ● Accurate financial reports; ● Cash flow plan; ● Company budget;

	<p>receivable systems in order to ensure complete and accurate records of all transactions;</p> <ul style="list-style-type: none"> ● Manage and control all types of payments; ● Reporting to management and relevant stakeholders, and providing advice how organization should make decisions regarding financial context; ● Developing strategies that work to minimise financial risk; ● Undertaking financial audit with independent auditor. 	<ul style="list-style-type: none"> ● Payments are processed in timely manner and within budget; ● Financial reports for Management and Stakeholders; ● Financial risk strategy; ● Audit Report.
Regulatory compliance	<ul style="list-style-type: none"> ● Ensure compliance with tax regulations and financial reporting requirements; ● Monitor regulatory changes and implement necessary adjustments. 	<ul style="list-style-type: none"> ● Tax and financial reports comply with applicable regulations.
Administrative Functions	<ul style="list-style-type: none"> ● Oversee office administration, general affairs and organization secretariat. 	<ul style="list-style-type: none"> ● Administrative, general affairs and organization secretariat are undertaken properly.

IV. WORKING RELATIONS

Internal	● All Departments
External	● Stakeholders, vendors, auditor, consultant, etc.

V. QUALIFICATIONS

A. Minimum Qualifications

- S1 from Accounting, Financial Management or other related education background;
- Preferably have at least 5-year experience in the same field;
- Preferably have experience in Civil Society Organization/NGO.

B. Competencies

Technical Competencies:

- Accounting practices and procedures
- Financial reports
- Cash flow management

- Budget planning
- Tax regulations and procedures
- Administrative procedures
- Technology savvy with experience in the use of accounting and reporting software;
- Microsoft Office (Microsoft Excel, Word, Power Point);

Behaviour Competencies:

- Problem solving and making decision
- Excellent communication and relationship building skills
- Personal qualities of integrity, credibility, and dedication
- Strong leadership & managerial skills
- Strong sense of judgment
- Timeliness, good time management
- Initiative and self-motivation