

## JOB DESCRIPTION

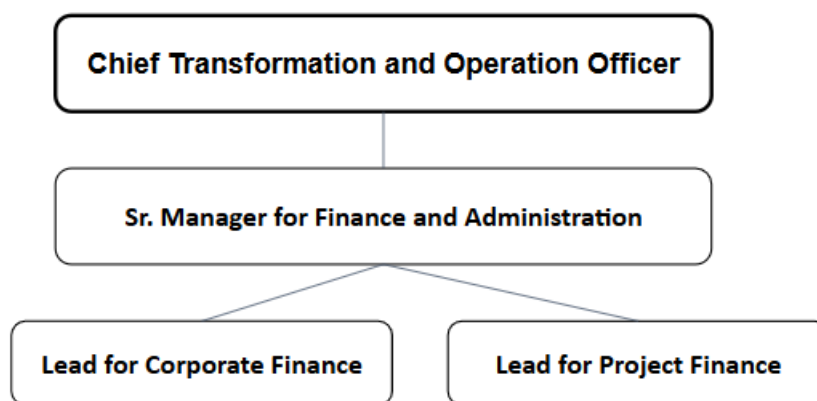
**TITLE** : **FINANCE AND ADMINISTRATION LEAD**  
**DEPARTMENT, DIVISION** : **TRANSFORMATION & OPERATION**  
**EMPLOYMENT TYPE** : **CONTRACTED (12 MONTHS), FULL-TIME**

### I. SUMMARY OF ROLE

We are looking for experienced professionals to join us as **Finance Corporate Lead** and **Finance Project Lead**. Both roles will lead and oversee the organization's financial management, administration, and project finance functions. They are responsible for ensuring sound financial planning, effective resource allocation, compliance with donor requirements, and robust administrative systems to support program implementation. Both the Finance Corporate Lead and Finance Project Lead report to the Senior Manager for Finance and Administration.

Both the Finance Corporate Lead and Finance Project Lead will play a critical role in organizational decision-making by providing financial insights and ensuring accountability to stakeholders.

### II. ORGANIZATION CHART



### III. JOB DESCRIPTION

Responsibilities	Activities	Output
1. Financial Planning & Budgeting	<ul style="list-style-type: none"><li>Develop and manage organizational and project budgets aligned with financial strategies and donor requirements.</li><li>Forecast financial needs and resources, conduct periodic reviews, and adjust plans as necessary.</li><li>Conduct financial feasibility and risk assessments for project proposals.</li></ul>	<ul style="list-style-type: none"><li>Annual and project-specific budgets.</li><li>Financial forecasts and multi-year plans.</li><li>Cost-benefit and risk analysis reports.</li></ul>

	<ul style="list-style-type: none"> <li>• Prepare multi-year financial forecasts for long-term planning.</li> </ul>	
2. Resource Planning & Allocation	<ul style="list-style-type: none"> <li>• Coordinate with Human Capital and project teams to align staffing and resources with project needs.</li> <li>• Conduct capacity and cash flow planning to ensure optimal resource utilization.</li> <li>• Monitor and report on resource allocation, recommending adjustments as needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Resource and cash flow plans.</li> <li>• Resource utilization and allocation reports.</li> </ul>
3. System Implementation & Process Improvement	<ul style="list-style-type: none"> <li>• Ensure compliance with local regulations, donor requirements, and internal financial policies.</li> <li>• Lead the implementation and improvement of financial systems and administrative procedures.</li> <li>• Develop workflows for accurate tracking of organizational and project finances.</li> <li>• Train and support staff in using financial and administrative systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Updated financial and administrative policies.</li> <li>• Improved financial and administrative workflows.</li> <li>• Compliance reports and audit readiness.</li> </ul>
4. Administration & Operational Support	<ul style="list-style-type: none"> <li>• Oversee administrative functions including procurement, contracts, asset management, and vendor relations.</li> <li>• Ensure administrative systems support effective program implementation.</li> <li>• Develop and monitor administrative budgets and ensure cost efficiency.</li> </ul>	<ul style="list-style-type: none"> <li>• Efficient procurement and contract processes.</li> <li>• Administrative reports and compliance documentation.</li> </ul>
5. Financial Reporting & Stakeholder Communication	<ul style="list-style-type: none"> <li>• Prepare accurate and timely financial reports for management, board, donors, and auditors.</li> <li>• Present financial performance, risks, and strategies to internal and external stakeholders.</li> <li>• Build and maintain relationships with donors, vendors, auditors, and financial partners.</li> </ul>	<ul style="list-style-type: none"> <li>• Regular financial statements and donor reports.</li> <li>• Audit-ready documentation.</li> <li>• Stakeholder communications and presentations.</li> </ul>

#### IV. WORK RELATIONS

	ROLES/TITLES AND NATURE
<b>INTERNAL</b>	CISDI is a matrix organization. Link to all departments : <a href="https://cisdi.org/en/about-us/cisdi-team">https://cisdi.org/en/about-us/cisdi-team</a>
<b>EXTERNAL</b>	Donors, auditors, consultants, vendors, financial institutions, and government agencies, etc.

#### V. QUALIFICATIONS

##### A. Minimum Qualifications

- Bachelor's or Master's degree in Accounting, Finance, Business Administration, or related field.
- Minimum 7–10 years of experience in finance and administration, preferably in a non-profit or donor-funded organization.

- Proven experience leading finance and administrative functions, including project finance.
- Strong understanding of Indonesian financial regulations, tax compliance, and donor reporting standards.
- Hands-on experience with financial systems implementation and process improvement.
- Proficiency in accounting/reporting software, Microsoft Office, Google Workspace, and digital collaboration tools.
- Strong English and Bahasa Indonesia communication skills (written and verbal).
- Prior experience managing donor-funded projects (USAID, UN, DFAT, etc.).
- Experience in organizational transformation and scaling finance/admin systems.
- Former experience as an auditor (KAP) is a strong advantage.

## **B. Competencies**

### **Technical Competencies:**

- Accounting practices and procedures
- Financial analysis and reporting
- Cash flow management
- Financial planning, budgeting, and forecasting.
- Budget preparation, tracking and reporting
- Tax regulations and procedures
- Administrative procedures
- Experience in accounting and reporting software
- Donor compliance and financial reporting.
- Procurement, contracts, and administrative management.
- Risk assessment and audit readiness.
- Google Ecosystem, Microsoft Office (Microsoft Excel, Word, Power Point), Notion, and Slack

### **Behaviour Competencies:**

- Integrity and credibility are mandatory
- Adhere to the diversity, equity and social inclusion principles
- Strong leadership, managerial and team building skills
- Problem solving and decision making
- Excellent communication and relationship building skills
- Strong sense of judgment
- Strong organizational skills with attention to detail.
- Timeliness and good time management
- Initiative, self-motivation and dedication
- Excellent communication and interpersonal skills.
- Executive presence and gravitas