

SCOPE OF WORK	
Position	: Project Finance Assistant
Department	: Finance and Administration
Employee Type	: Contract
Revision Date	: 30 September 2026
Location	: Jakarta, CISDI

I. CISDI AND OUR CULTURE

CISDI is a full-service *center of expertise* that advances health system strengthening and development. Our vision is to set and implement health system standards, leaving no one behind by driving a systemic, evidence-based transformation of Indonesia's and other countries' health systems. We work in close collaboration with international institutions, governments, donors and private sector partners to support PHC systems and ensure robust and public-oriented policies are set and subsequently implemented.

We are positioned to continue this growth trajectory by expanding into new business sectors with service offerings driven by donors and private client's requests. To ensure we operate internally to the same high standards we perform externally, we embarked on an aggressive organizational-wide transformation aligning our internal policies, processes, procedures and systems to meet these changing market dynamics.

Guided by five mission pillars, our work integrates research, implementation, advocacy, communication, and collaboration into one continuous cycle. We conduct research to generate evidence that drives innovation and advocacy, and translate the evidence into implementation by strengthening primary health care through community engagement. We advocate for better health policy, governance, and right to health, while fostering public participation that turns awareness into collective action. Underpinning all of this is collaboration, through cross-sector partnerships and strategic forums that strengthen the health system as a whole.

Our people are at the heart of this work and contribute directly to our mission. CISDI brings together professionals from diverse disciplines who share a commitment to the public interest. We foster a collaborative environment as "super power" where ideas are valued regardless of position or tenure, where integrity and accountability shape how we use evidence, resources, and continuous learning being part of everyday work. We are committed to an inclusive and safe workplace and to a healthy balance between work and personal life.

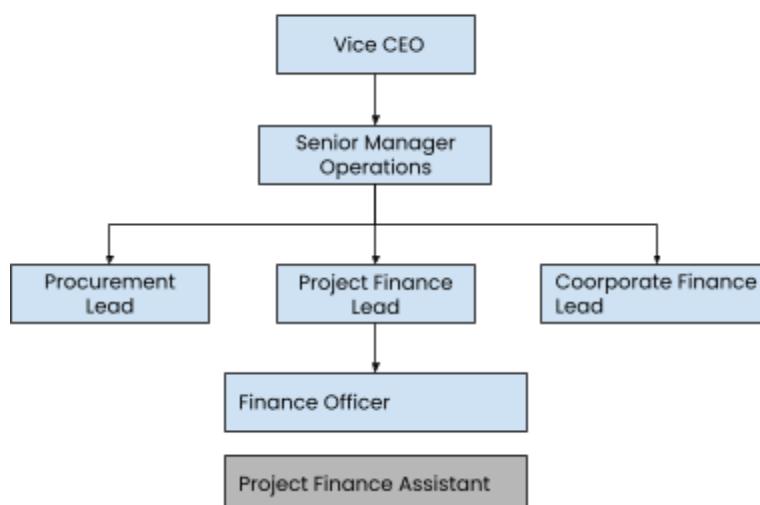
We hire highly intelligent professionals who thrive on challenges. Our professionals are given the freedom to express their creativity by solving complex healthcare sectoral issues often working on problems that other organizations may not have tried or have failed. Our people

thrive in a collaborative work environment where ideas are heard and acted upon regardless of level or length of employment. Work-Life balance is not just talk but is embedded into our operating models, policies and procedures. It is who we are.

II. 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.

III. ORGANIZATION CHART



IV. JOB DESCRIPTIONS

Responsibility	Main Activity	Output/Measurement
1. Financial Record Keeping and Documentation	- Assist Project Finance Officer in maintaining accurate and up-to-date financial records for project activities. - Assist Project Finance Officer in ensuring that all	100% accuracy in financial record-keeping, ensuring timely and accurate documentation of all project-related transactions.

	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.	
2. Document Management	• 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 Finance Activities	• Provide administrative support to project teams, particularly in relation to project finance matters, including coordinating with the procurement team to arrange meeting rooms and catering as needed. • Assist project team in coordinating fund	Successful coordination of financial aspects of project events, with minimal disruptions or delays.

	requests, honorarium processing, and expense documentation. • Manage communication and correspondence related to project finance activities, ensuring timely follow-up and responses. • Respond to general inquiries regarding project finances and refer them to the appropriate finance or project team members when necessary. • Support other departments as needed with administrative tasks related to project finance when required.	
4. Budget Tracking and Monitoring	• 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.	Ensure that donor financial reports are completed and submitted on time, meeting all donor requirements.
5. Invoice Processing and Payments	• Coordinate with procurement teams and project team in dealing	No discrepancies or delays in payment processing. Maintain 100% compliance with

	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.	project budgets and donor restrictions for payments.
6. Procurement Support	• 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.	Ensure all procurement activities are in compliance with the organization's financial policies and donor regulations, including obtaining appropriate approvals for purchases.
7. Audit and Compliance Support	• Assist Project Finance Officer in ensuring that all financial records related to	Achieve 100% compliance with audit requirements by maintaining proper

	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.	documentation that supports all project expenses and transactions.
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V. WORKING RELATIONS

Type	Stakeholder	Purpose of Interaction
Internal	<i>Cross Departement/Division</i> 1. <i>Project Lead, Project Officer</i> 2. <i>Finance Officer, Project Finance Lead</i> 3. <i>Procurement Officer, Procurement Lead</i> 4. <i>HC Officer, HC Lead,</i>	1. <i>Coordinate on funding requirements and activity plans, Ensure the completeness of supporting transaction documents and the alignment of expenditures with project activities</i> 2. <i>Support project financial monitoring processes and ensure that transactions and financial documents comply with the approved budget, internal policies, and donor requirements</i> 3. <i>Ensure that procurement processes and supporting documents comply with applicable requirements prior to payment processing.</i>

	5. General Affairs	4. Support the preparation and completeness of personnel cost documentation and staff assignment letters 5. Coordinate on business travel, accommodation, meetings, logistics, and the completeness of administrative documents related to project expenditures
External	Vendors / Suppliers / Consultants	Coordinate with vendors to ensure the completeness and accuracy of invoices, supporting documents, tax documents, and payment requirements, as well as to follow up on payment-related matters

VI. QUALIFICATIONS

A. Minimum 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 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.

B. 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.