

## **TERMS OF REFERENCE**

### **FAUNA & FLORA INTERNATIONAL**

Founded in 1903, Fauna & Flora International (FFI) is the world's longest-established international conservation organization. Our vision is to create a sustainable future for the planet where biodiversity is conserved by the people living closest to it. We aim to do this through the conservation of threatened species and ecosystems worldwide, choosing solutions that are sustainable, based on sound science and take account of human needs. We operate primarily in developing countries where there is little capacity to conserve endangered and threatened habitats and species. We have become a trusted entity in the world of conservation. Today FFI is active in over 40 countries.

### **ASIA-PACIFIC PROGRAMME**

The FFI Asia-Pacific Programme is managed by a dispersed team located in the UK and the region and has country programme offices in Jakarta, Phnom Penh, Manila, Nanning, Hanoi and Yangon. Working closely with local partners, the Asia-Pacific Programme currently includes a broad range of species and landscape targeted conservation initiatives in Cambodia, China, Indonesia, Laos, Myanmar, the Philippines and Vietnam. Over 30 projects are being implemented in the region by a team of approximately 150 staff, consultants, volunteers and partner organizations with an annual regional budget of approximately US\$ 8 million.

### **THE OPPORTUNITY**

FFI is seeking a qualified professional to fill the role of Finance Administration Officer FFI Indonesia Programme. FFI Indonesia Programme need position i.e. based in Waisai, Waigeo Island, Raja Ampat – West Papua. You will have qualifications in a relevant discipline and a minimum of two years' experience in a financial role.

You will be able to explain financial and administrative systems to programme staff as well as finance and administration staff. You will also require having good communication skills in order to allow effective communications with financial management staff working in West Papua.

### **TERMS AND CONDITIONS**

<b>Start Date:</b>	As soon as possible
<b>Duration of Contract:</b>	Non fixed-term contract,
<b>Probationary Period:</b>	3 Months

**Benefits:**

- 20 working days annual leave entitlement plus national public holidays observed by the Indonesia country office
- Relocation flight on commencement of employment
- Repatriation flight on termination of employment

**Location:**

The position is based in Waisai, Waigeo Island, Raja Ampat – West Papua

**Hours of Work:**

This is a full-time position, working Monday to Friday from 09.00 am up to 06.00 pm with a one-hour lunch break. The timing of working hours can be modified with the agreement of the Line Manager.

**JOB DESCRIPTION****FINANCE ADMINISTRATION OFFICER FOR RAJA AMPAT FFI - PROGRAMME,**

**Objective:** FFI Indonesia is seeking highly qualified candidates for Finance & Admin Officer position based in Raja Ampat (Waigeo/Sorong) in West Papua. The project focusses on the 'conservation of tropical forests biodiversity and poverty reduction through collaborative management and sustainable community development in Waigeo', Raja Ampat Archipelago.

**JOB DESCRIPTION****Job Title:**

Finance & Admin Officer

**Reporting to:**

Project Manager Raja Ampat  
With technical reporting to Finance Manager in Jakarta

**Key Internal Relationships:**

Head of Finance & Admin in Jakarta  
Admin Manager in Jakarta

**Main Duties:**

Under the supervision of the Project Manager Raja Ampat working closely with the Finance Manager, the Finance & Admin Officer will:

- Assisting in the preparation of budgets
- Managing cashbook and receipts
- Reconciling daily, monthly and yearly transactions for bank, cash, AR/AP.
- Processing invoices
- Review expense report from partner
- Maintaining Budget vs Actual report for all donors
- Supporting to administrative, logistical and travel services
- Supporting the Finance Manager and Project Manager with tasks related to finance and administration when required

**Qualification:**

- Diploma/Bachelor degree in Accounting (most preferred), Management.

- 2 years' experience, but fresh graduates are welcome.
- Spreadsheet skill, MS Excel Pivot Table.
- Independent, positive working aptitude

#### **APPLICATION PROCESS**

- Applications, consisting of a covering letter, a full CV and contact details for two referees should be sent electronically to [Indonesia@fauna-flora.org](mailto:Indonesia@fauna-flora.org)
- The closing date for applications is 6 March 2019