



Request for Expression of Interest
Accounting Officer
Vacancy Code: 2024-001-AO

Introduction

Indonesia Ocean Justice Initiative (IOJI) serves as an Indonesian independent think tank and policy advocacy group to achieve good, sustainable, and equitable ocean governance. In attaining our vision, IOJI has determined the following missions: Initially, we support the Government of Indonesia in mainstreaming, implementing, and enforcing sustainable and equitable ocean governance. Second, we advocate for sustainable and equitable ocean policies at the local, national, regional, and international level. Further, we strengthen the network with government, academia, and civil societies at the national, regional, and international levels working on ocean issues to influence the decision-making at every level of government to attain good and sustainable and equitable ocean governance. Lastly, we empower the small-scale fishermen, the marginalized coastal dependent people, and fisheries workers in defending and striving for their basic human rights.

Background and Objectives

As a non-profit organization, IOJI strives to have good financial governance within the organization, which is transparent and accountable. Following this, we are currently building a financial team within the organization which comprises a reliable, agile, and trustworthy team player.

In order to present transparent and accountable financial management within the organization, Currently, IOJI is seeking for qualified candidates for the following position:

Title	:	Accounting Officer
Work Team	:	Operations
Employment	:	Contract-based (<i>renewal possibility based on performance review</i>)
Duration	:	12 months
Duty of Station	:	IOJI Office Jakarta
Report to	:	Senior Manager, Finance
Benefit	:	Festive Allowance (THR), Income Tax Art.21 (PPh pasal 21), BPJS Kesehatan, and BPJS Ketenagakerjaan

Roles and Responsibilities:

The position will work under supervision of Senior Manager, Finance undertaking day to day accounting tasks for IOJI's finance department.



Under general guidance from Senior Manager, Finance, the responsibilities for this position are as the following:

Accounting Tasks

- General accounting tasks, including reconciling and maintaining balance sheet accounts and general ledger operations, preparing journal entries and vouchers, preparing monthly closing and financial reports, preparing account/bank reconciliations;
- Entry project approved budget into SANGO accounting software
- Ensure timely and accurate monthly and year end closure of accounts, including bank reconciliation, and submit reports to the Senior Manager, Finance as per prescribed deadlines;
- Prepare advance book, account payable book, account receivable book, amortization and depreciation;
- Working together with Finance Officer to Identify and resolve invoicing issues, accounting discrepancies and other financial related issues;
- In collaboration with finance officer, ensure that accurate records for all daily transactions are kept in the right format and place.
- Review/record and monitor accounts payable and accounts receivable in line with organizational policies and standards.
- Ensure that the financial system is always up to date with financial data.
- Manage petty cash
- Perform any other accounting duty that may arise from time to time.
- Ensuring compliance with accounting and tax laws.
- Monitoring expenditures and incomes and providing reports.

Grant Managements

- Working closely with Finance Officer assisting Senior Manager, Finance in preparing the Operating Budget and overseeing accurate project spending projections;
- Working closely with the Senior Manager, Finance in providing budget monitoring report each program budget with SANGO accounting program;
- Supporting Senior Manager, Finance and Chief Operating Officer in coordination with program departments to meet spending projection targets;
- Supporting Senior Manager, Finance in preparing Donor Financial Reports and any other requested reports by Donor and/or internally.
- Record management and project close-out

Financial audit

- Working together with Finance Officer supporting Senior Manager, Finance in preparing the audit needs for internal and/or external audits.
- Working together with Finance Officer to ensure timely and effective follow up to audit observations and recommendations;

Other responsibilities

- Participate in the improvement of the accounting system.
- Maintain and review files and records related to finance and inventory;



- Perform other duties as assigned by the Senior Manager, Finance and the Chief Operating Officer.

Key relationships

Internal relationship

1. Chief Operating Officer: coordination and collaboration on project report, donor's report, and audit
2. Senior Manager, Finance: direct supervisor, coordination and collaboration on general accounting tasks, monthly and annual end closing, monthly and annual financial statement and audit;
3. Human Resources & General Affairs: coordination and collaboration on project implementation relating with procurement and logistics sector
4. Admin Officer: program/activity administration
5. Finance officer: coordination and collaboration on general accounting tasks, grants management, and financial audit as set forth above.

External relationship

Donors: Reporting, compliance, and audit purposes

Knowledges, Experiences, and Competencies

- Hold a bachelor degree in accounting or finance from a reputable University;
- A Minimum of 3-5 years hands on experience working in the development sector, hands on experience in handling large and long-term complex project from international donors and budget proposal would be an advantage;
- Knowledge of financial & accounting principles, practices, standards, laws and regulations;
- Sound knowledge of General Acceptance Accounting Principles (GAAP) for non-profit organization.
- Ability to work effectively under highly demanding situations with minimum supervision;
- Efficient, competent and possess integrity;
- Good interpersonal skills, team player, proven record in working collaboratively with colleagues to achieve organizational goals and ensure timely delivery result;
- Demonstrates ability to manage complexity, high attention to detail and accuracy;
- Proficiency in MS Office, particularly Excel, Word, and Power Point.
- Knowledge and hands on **experience with SANGO is a must.**

Competency Profile

Competency Profile		
Leading organization	Problem Solving	Uses rigorous logic and methods to identify and solve problems with effective solutions;
	Financial Acumen	Understands the meaning and implications of key financial indicators;
Leading self	Action Oriented	Readily takes action on challenges, even in the context of limited planning/ known information;



	Composure	Individual's ability to remain calm, composed, and in control of their emotions, even in challenging or stressful situations;
	Perseverance	An individual will to keep on continuing in the face of obstacles, setbacks, and challenges.
	Self-Development	Shows personal commitment and acts to continuously improve; Accepts assignments that broaden capabilities;
	Manages Complexity	Acquires data from multiple and diverse sources when solving problems
	Standing Alone	can work independently without excessive guidance or direction from others
	Integrity and Trust	State everything honestly; keep promises and show "walk the talk" attitude and can maintain a good personal reputation in order to maintain the reputation of the organization
	Time Management	Uses his/her time effectively and efficiently
	Achievement Orientation	Desire/determination to perform well or exceed performance standards.
Leading Others	Customer Focus	Builds and delivers solutions that meet other colleague's expectations;
	Interpersonal Savvy	Builds constructive relationships with people both similar and different to self, and come up with witty or clever responses in every conversation or situations
	Communicate Effectively & Empathically	Provides timely and helpful information to others across the organization; Encourages the open expression of diverse ideas and opinions
	Patience, Conflict Management	The ability to listen and check before acting towards issues; always tries to understand the people and the data before making judgments

How to Apply

Applicants should submit their application to hr@oceanjusticeinitiative.org and cc to finance@oceanjusticeinitiative.org and fadillao@oceanjusticeinitiative.org no later than **4 September 2024, at 05:00 PM Jakarta time**. Please write "**IOJI-2024-001-AO – your name**" in the subject of the e-mail. The application should include (i) a motivation letter, (ii) an updated resume, and (iii) Statement of Qualifications which summarizes the applicant's suitability for the position based on the above competency profile.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED BY INDONESIA OCEAN JUSTICE INITIATIVE. THIS IS AN EQUAL OPPORTUNITIES FOR ALL, PARTICULARLY WOMEN AND MINORITIES ARE STRONGLY ENCOURAGED TO APPLY.



INDONESIA
OCEAN JUSTICE
INITIATIVE

The Indonesia Ocean Justice Initiative is proud to be an Equal Opportunity Employer. All qualified candidates will be considered without regard to race, colour, religion, national origin, military or veteran status, gender, age, disabilities, sexual orientation, pregnancy and pregnancy-related conditions, genetic information and any other characteristics protected by the law. We invite resumes from all interested parties.