

## **Term of Reference**

### **Finance Officer**

#### **Background**

BaKTI (Bursa Pengetahuan Kawasan Timur Indonesia) was established in 2003, with the aim of improving development effectiveness in Eastern Indonesia. A variety of bilateral and multilateral donors (the Netherlands, DfID and DSF) have financed BaKTI through a World Bank (WB) trust fund. In January 2009, the DSF (represented by the GOI, World Bank and most key donors) recommended that BaKTI be established as an independent organization (herein referred to as Yayasan BaKTI). BaKTI agreed with this route as an appropriate way forward.

The new Yayasan BaKTI will become a Makassar-based NGO, with possible presence in other provinces in Easter Indonesia. The Yayasan BaKTI will have approximately 25 staff (including security) with approximately USD 1 million operations budget per year. Considerable progress has already been made towards establishing the Yayasan including securing funding from donors. Since the financial management function of BaKTI has always been managed by the World Bank, the financial procedures, policy and software package is managed and implemented by the WB. As an independent organization, the Financial Management function will be considerably larger, especially to ensure that donors can have confidence that their funds are managed in a transparent, accountable, efficient and effective manner.

BaKTI is therefore seeking a person to become the Finance Officer of the new Yayasan, and also assist with the transfer of FM responsibilities from the World Bank to the new Yayasan.

#### **Scope of Responsibilities:**

The Finance Officer will have the following responsibilities:

*1. Transfer of Financial Management function from WB to the Yayasan.*

The Finance Officer will be expected to assist with the design of the new financial management function for the Yayasan and the transfer of FM responsibilities from the WB to the Yayasan. The financial management function will include the components: a) implement an accounting software package and train relevant staff on usage; b) establish key procedures such as accounts receivable, accounts payable, banking and bank reconciliation, petty cash, payroll, audit; 3) provide clarity on the taxation obligations of the Yayasan and its staff; 4) establish financial reporting templates and procedures in accordance with accounting standards and needs to donors; 5) establish systems for management to monitor the budget and spending (management reporting); 6) audit function; 7) and other financial management components as required. The financial management procedures must also be acceptable to key current and future donors such as AusAID, CIDA, World Bank, UN Agencies and USAID.

*2. Financial Management*

The Finance Officer will be responsible for ensuring the financial integrity of the Yayasan and include the following tasks: a) ensure that the FM procedures and policy in the Operations Manual are complied; b) ensure FM records are maintained in accordance with the Operations Manual; c) meet the financial reporting requirements in accordance with accounting standards and donor requirements; d) provide the Yayasan management team with

reports that contain information to assist decision-making; e) manage external auditors; f) respond to other financial information requests as needed.

3. *Yayasan BaKTI Management Team and Budgeting*

The Finance Officer will be a key member of the Yayasan's new management team. The candidate will therefore be expected to contribute to the strategic direction of the Yayasan, in particular regarding its financial future. This includes preparing regular budget updates on the fiscal health of the Yayasan, and projecting revenue and expenditure streams in accordance with the activities and strategic direction of the Yayasan.

4. *Management of the Finance Team*

The Finance Officer is expected to manage the other member(s) of the Finance and Administration team. This may include provide training and development opportunities to those members.

5. *Other Tasks*

The Finance Officer may be expected to perform other tasks that may be required.

**Reporting Procedures**

The Finance Officer will report to the Deputy Executive Director of BaKTI.

**Length of Contract**

The Finance Officer will be initially contracted as a consultant by the World Bank until 31 December 2009. On 1 January 2010, her/his contract will be transferred to the Yayasan, in accordance to agreed HR procedure.

**Qualifications**

- Minimum S1 in Accounting or Finance, or a related discipline. Certified Accountant preferred.
- Minimum 7 years relevant experience in financial management, accounting and administration (NGO background preferred).
- Experience handling accounting software (QuickBooks, ACCPAC, or MYOB).
- Analytical skills in financial reporting (both internal and external)
- Fluent in both written and spoken English.
- Initiative and ability to work independently.
- Strong inter-personal skills.

Please submit your written application including cover letter, CV and references no later than 16 October 2009 to:

jobs@bakti.org

Applications will be treated strictly confidential and only short-listed candidates will receive responses. Late submissions will not be considered and phone inquiries will not be accepted.