



Finance and Administration Assistant (Jakarta)

Duration:

1-year Fixed Term (from February 1st 2019 – January 31st 2020).

Purpose of Position

To provide administrative support to projects managed by EMPATIKA. This Jakarta based role will provide project scheduling, operational and financial support to contribute to cost effective, timely and specification compliant project delivery and to provide administrative support to the office to ensure effective management of all administrative activities. It will involve supporting a range of projects relating to research, advocacy and capacity building. The Finance and Administrative Assistant will report directly to Project Officer and Empatika's Operations Team.

Primary responsibilities:

Finance and Administration Assistant will:

- provide support in scheduling and logistics for all Empatika projects and activities (studies, training, workshops, briefing, debriefing, etc.);
- provide logistical and administrative support for meetings, events, workshops;
- manage logistics and administration for research teams working across Indonesia;
- organise translation, editing and publication of reports, papers, briefing notes, etc.;
- when required, undertake desk-based research;
- support identification and recruitment of consultants, researchers and advisors for Empatika projects;
- arrange and coordinate travel arrangements for Empatika's core team and Research Associates as required including booking flights, hotel accommodation, airport pickups and car transfers;
- Where required, prepare contract amendments (e.g. travel, personnel additions/changes, partner, grant, budget realignment);
- Manage and ensure that copies of all Empatika research projects' documents, archiving, reports are maintained;
- Manage, and ensure the inventory and equipment are secure, tracked and properly stored and maintain, including keeping an inventory list;
- Maintain shared document libraries, archives, calendars, etc. for each project;
- Manage hire driver(s) including proper scheduling to ensure that employees are supported to attend meetings and events;



- Financial management support including:
 - Record, maintain and submit project expenses in the form of cashbooks on a weekly basis;
 - Record and manage and submit report of Petty Cash;
 - Monitor, reconcile and report expense advances on a monthly basis;
 - Manage taxes of Empatika and its core team;
 - Prepare payroll & consultant payments in line with invoices for approval by the Project Director, Project Officer, Team Leader or Empatika’s core team; and
 - Manage procurement of project goods and services to ensure value for Money.

Relationships

The role will report directly to the Empatika’s Project Officer and Operations Team, with the following reporting requirements:

- Attendance at all weekly Empatika team meetings
- Attendance at all project meetings;
- Regular updates with your Project Officer;
- Any other reporting request as requested by your Project Officer and Operations Team.

Minimum education and experience required

- Relevant bachelor’s degree;
- Experience with Donor-funded programmes;
- Minimum two years clerical or administrative experience;
- Fluency in English & Bahasa Indonesia;

Key competencies and professional expertise required:

- Knowledgeable in office administration and basic financial systems
- Proficient in Microsoft office software
- Proficient in the use of general office equipment
- Effective verbal and written communication skills
- Excellent interpersonal and organisational skills
- Excellent attention to detail
- Can work cooperatively and effectively with others and has the ability to undertake self-directed tasks when necessary.

To apply, please send your CV to Debora (deborahobing@empatika.org) and Denny (dennyfh@empatika.org) before 23 January 2019.