



Hello from Yayasan Teman Baik

We're looking for someone to fill our

FINANCE, HR & ADMIN POSITION

Are you well organized, comfortable working with numbers and details, and enjoy helping things run smoothly? Would you like to support a team creating positive change for children, youth, and families in Jakarta, Indonesia?

If you answered 'yes' to any of the above, then you may just be the person we need.

WE ARE

Friends-International (FI), an award-winning NGO founded in Phnom Penh in 1994. In Indonesia, our work is delivered through Yayasan Teman Baik, a member of the Friends Alliance network established in 2007. Our vision is a world where every child, young person, and their caregivers are safe from harm and can access education, training and job opportunities to fulfil their potential as productive, functional citizens of their countries. Our dynamic teams across Cambodia, Thailand, Laos, Indonesia, Myanmar, and Europe deliver innovative services for children, youth, and communities. Through our Saving Lives, Building Futures, and ChildSafe programs, we focus on child protection, education, vocational training, social businesses, and more!

THE ROLE

As the Finance, HR & Admin professional in Jakarta, you will help keep our people, resources, and daily operations well supported so our programs can make a greater impact. Your key responsibilities will be to:

- Contribute to finance, HR, and administration functions
- Provide reliable support to staff and operations
- Ensure information and processes are well organized
- Help improve the way we work

You won't be doing this alone. With support and coaching from experienced Finance, HR, and Administration specialists at FI's regional HQ in Phnom Penh, Cambodia, you'll receive practical guidance and coaching.

This is a great opportunity for a finance professional (don't worry if you haven't worked in HR/ADMIN before – we'll train you!) wanting to grow in an NGO environment.



Does this describe you?

- You are a dynamic team player who is passionate about working for the protection and education of marginalized children, youth and their families
- You are open to learn and improve your skills in running finance, HR, admin and office operations
- You are supportive to others and enjoy interacting with colleagues
- You are well organized and able to manage different priorities
- You are proactive and enjoy finding practical solutions
- You are a native Bahasa speaker with good English skills, both written and spoken

These would be examples of some of your daily responsibilities. Would you enjoy them?

- Working closely with and supporting a small, dynamic team of 18 colleagues in Jakarta
- Supporting financial processes, payments, and reporting while collaborating with finance colleagues across Southeast Asia
- Assisting with recruitment and staff administration to help create a positive experience for employees throughout their journey with Teman Baik.
- Helping to maintain smooth office operations by coordinating purchases, managing filing systems, and supporting our field teams
- Assisting in organizing meetings, workshops, and team activities that strengthen collaboration and teamwork
- Collaborating with colleagues to solve challenges, improve processes, and support the achievement of team goals

Sounds good!? Great! Please email your **CV with your Cover Letter** and **salary expectations** now to hr.indonesia@friends-international.org and let's talk more.

In compliance with our Child Protection Policy and Protection against Sexual Exploitation and Abuse Policy, all applicants will undergo an extensive background check.

Friends team

