



#job #finance #administration #HR #teamwork #NGO #socialenterprise #EverydayHeroes #Jakarta #yayasan

FINANCE, ADMIN AND HR POSITION

HELLO from Teman Baik



Are you experienced in NGO finance and admin procedures? Would you be excited to support our team of social workers to build futures of young people in Indonesia?

If you answered 'yes' then you may just be the person we need.

How about these? Do you think you fit?

- You will be supporting the team and ensuring that they follow Friends' Finance/Admin/HR policies
- You will be handling all finance related operations such as accounting, cashier duties, payroll etc.
- You have experience in preparing detailed financial reports and ensuring it complies with donor regulations
- You will be assisting the Program Director in HR duties such as Recruitment, Training and Legal Compliance
- You will be working closely with and be supported by our international technical support team
- You are a dynamic team worker who is always willing to learn and improve
- You are passionate about children rights and supporting youth to find employment
- You speak Bahasa as the native language and your English is good
- You have strong computer skills and experience in using Microsoft Office

Friends Indonesia (Yayasan Teman Baik) is a street-based program providing direct social services to children, youth and their families ensuring their well-being and self-development. Working in seven city zones in Jakarta, on the streets and in communities both during the day and at night, and bringing child protection training and messages to other areas in Indonesia, the work of our team positively impacts over 40,000 marginalized young people and caregivers every year. You will be based in Jakarta (currently in Tebet area) and working very closely with our social workers, employment officers, child protection trainers etc. Besides our team in Indonesia, you will be a part of a global team and working with more than 300 #EverydayHeroes from Cambodia, Thailand, Laos and Myanmar.

Sounds good? Awesome! Please email your CV now hr.indonesia@friends-international.org and let's talk more.

All applicants will undergo an extensive background check in compliance with our **Child/Beneficiary Protection Policy** and PSEA Policy.