



Hello from Yayasan Teman Baik We're looking for a **FINANCE ASSISTANT**

Are you a fresh finance/ accounting graduated or recently started your career? Up for a challenge? Would you be excited to provide support to our teams in Jakarta so they can build futures for marginalized children and youth?

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. 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 multiple dynamic teams in Cambodia, Thailand, Laos, Indonesia, Myanmar and Europe, together with our partners, deliver innovative services for children, youth, their families and their communities. This is done through our Saving Lives, Building Futures and ChildSafe programs which cover a great variety of carefully integrated projects including child protection, migration, harm reduction, education, alternative care, vocational training, social businesses, employment, NGO networks and more!

THE ROLE

As a Finance Assistant, you will be based in Jakarta, where Yayasan Teman Baik is located. In the Finance team, you would be supporting the daily financial and administrative support work for our program teams. You would be working closely with individuals and providing them assistance with operational financial procedures such as bank account management (monitor bank statements, deposits, and withdrawals), cash management (maintain office petty cash, cash withdrawals, cash payments), verifying invoices, receipts, advance & expense vouchers, and carrying out data entry in QuickBooks. You will interact with international Friends teams, FI headquarters, banks, government, auditors, and suppliers. You'll be involved in a great variety of carefully integrated projects, including child protection, drugs, health, education, alternative care, employment, and many others together with more than 400 #EverydayHeroes in Cambodia, Thailand, Laos, Indonesia, Myanmar, and Europe! This would be a perfect role for someone who is willing to learn and grow in an international working environment!



Does this describe you?

- You are knowledgeable and interested in financial procedures and processes.
- You have some experience with cash and bank management duties.
- You understand bookkeeping
- You want to learn how to use QuickBooks software.
- You have knowledge of Microsoft Office packages
- You are friendly, patient and enjoy working directly with people.
- You are native Bahasa speaker but can also speak English.
- You feel passionate about working in an NGO supporting children, youth & families

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

- Ensure compliance to all Friends policies, procedures, and documentation requirements
- Support keeping our office and assets safe and secure, as the cash custodian
- Maintain our bank & cash accounts, issue advances, pay for expenses and issuing receipts for all income. Maintain the petty cashbook and ensure all cash transactions are recorded up-to-date.
- Review staff advance and expense vouchers for accuracy and policy compliance, and ensure supporting documents are complete before payments made.
- Carry out regular cash counts and ensure balance is matching the cashbook.
- Enter all transactions and vouchers into the QuickBooks accounting software under the supervision of your Finance Manager
- Keep all finance documents protected, properly filed, labeled, and stored in a clear and easily accessible manner.
- Be adaptable and flexible to take on new tasks and assignments as requested by Finance Manager.

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

