



Term of Reference

FINANCE MANAGER

The Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF) is a multilateral partnership of six countries (Indonesia, Malaysia, Philippines, Papua New Guinea, Solomon Islands, Timor-Leste) working together to sustain extraordinary marine and coastal resources by addressing crucial issues such as food security, climate change and marine biodiversity, seeks a self-motivate, detail oriented and highly organized individual as a Finance Manager to manage our financial activities at the Regional Secretariat (RS) of CTI-CFF in Manado, North Sulawesi, Indonesia.

Position Summary

The Finance Manager is a member of the organisation's management team reporting directly to the Executive Director and supervised by the Deputy Executive Director – Corporate Services. In charge on finance of RS CTI CFF. S/He is also assisting in planning, directing and supervising the overall financial functions of RS CTI CFF including Finance and Accounting, Grant and Contract Management.

Areas of responsibility include, but are not limited to accounting, cash flow management, invoice management, payroll, taxes, audit, xero financial information system.

Position Description

Title	Finance Manager
Classification	Grade 19
Report to	Executive Director
Direct Supervising	Finance Assistant Manager
Term of Employment	This position is Specified Period Employment Agreement for an initial period of 1 (one) year, after which the position will be evaluated subject to organization needs and regular performance review

Roles and Responsibilities

General Management

- Assist the Deputy Executive Director-Corporate Services in coordinating and managing financial, procurement, fixed asset and the finance of the Regional Secretariat
- Assist to draft annual budget, report and auditing process of the Regional Secretariat
- Provide an accurate cash flow analysis, management and financial accounts
- Ensure financial recording/reporting system and audit follow up with the Regional Secretariat rules, regulations, policies and strategies,
- Assist to develop and implement anti-corruption policy, including mitigation measures as required

Investment

- Preparing the preliminary financial appraisal of project proposals
- Assist the need for new technology to meet the organization's financial data processing, control, and reporting requirements

Others

- Assists banking arrangements and maintain liaison with principal bankers.
- Supervise the disbursement of salaries and other office payments as well as the required expenses for project implementation.
- Perform other duties as assigned by the Executive Director and the Deputy Executive Director-Corporate Services.

Qualification and Requirement

Education and Experience

- Completion of bachelor or postgraduate degree in Business Administration, Finance or Accounting
- Senior management role combined with at least 5 years (bachelor degree) or at least 5 years (postgraduate degree)
- Progressive financial management experience in a medium to a large organization dealing with multiple international donors
- Solid familiarity and experience with not-for-profit fund accounting including knowledge of rules and regulations governing the compliance/regulatory management of finance
- High self-commitment to work for the betterment of the Regional Secretariat CTI CFF

Technical Skills

- Fluency in oral and written English
- Advanced user-level computer skills and strong knowledge of various software including Excel, Power-point, Word. Knowledge of Accounting Software such as SAP, Myob and Xero
- Effective time management skills to manage demanding workload in a fast-paced environment
- Demonstrate ability to work with diverse, multi-cultural working environment
- Advanced financial skills to manage complex funding arrangements.
- Knowledge on CT6 countries and familiarity with government bureaucracy as well as diplomatic practices would be an asset.

What we offer

- Being part of a highly motivated, cross-cultural team in an international organization
- Normal working hours and modern working environment
- Health insurance
- 30 days of annual leave per year
- Staff development opportunities

How to Apply

Please submit your cover letter, CV with at least 3 Work Referees and scanned copies of certificates to: regional.secretariat@cticff.org in format <FM> <Your Name> by **3rd August 2020**

Only those few who are shortlisted will be contacted.