



**CORAL TRIANGLE
INITIATIVE**
ON CORAL REEFS, FISHERIES
AND FOOD SECURITY



Term of Reference
FINANCE ASSISTANT MANAGER
Regional Secretariat
Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security
(to be based in Manado, North Sulawesi, Indonesia)

The Regional Secretariat of CTI-CFF is looking for a qualified, experienced, mature and motivated Finance Assistant Manager, to be based in Manado, North Sulawesi, Indonesia.

Background

The Coral Triangle Initiative on Coral Reef, Fisheries and Food Security (CTI-CFF) is implementing its Regional Plan of Action (RPOA 2.0). In achieving its 2025 goal and 2030 goals of the second phase of the RPOA 2.0, a five-year implementation plan is being proposed through the support from USAID RDMA. To achieve the goal of improved management of marine biodiversity and fisheries resources in a changing climate situation in the Indo-pacific region, this project intervention is being designed under three main objectives known as 1) strengthen governance and regional policy frameworks for effective and efficient implementation of regional and national policies on sustainable fisheries and climate adaptation; 2) strengthen communities and other stakeholders as agents of change for coastal and marine conservation, entrepreneurship, and climate resiliency through multistakeholder partnerships and regional platforms; and 3) Enhance the availability and access to sustainable and independent blue financing to support fisheries management, biodiversity conservation, and climate change adaptation and mitigation for sustainable livelihoods in the CT region. Aligning the outputs and indicators as stated in the RPOA 2.0, the activities for this proposed project are being derived from the three main objectives to achieve the expected results. Activities will work through all of the implementation area within the six Coral Triangle countries. A region covering all the national jurisdiction of ocean and coastal waters across Southeast Asia and the Pacific, in which the Coral Triangle area encompasses include Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands, and Timor-Leste (CT6).

The Regional Secretariat of CTI-CFF is looking for a Finance Assistant Manager (FAM) as part of the Finance and Operation Team.

The CTI-CFF is administered and managed through Headquarters of CTI-CFF Regional Secretariat located in Manado, North Sulawesi, Indonesia.

Terms of Reference (ToR)

This Terms of Reference (ToR) sets out the role, functions, and procedures applicable for the appointment of a Finance Assistant Manager (FAM) to the Regional Secretariat of Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF). The Finance Assistant Manager will operate in accordance with this ToR, administrative requirements of the CTI-CFF's Rules.

Scope of Work

The Finance Assistant Manager shall perform the following tasks professionally. Under the direction and supervision of the Finance Operation Manager, the Finance Assistant Manager shall:

1. Provide technical accounting activities, consolidating monthly cash needs from budget holders and compile monthly cash needs and ensure timely submission of information to the Finance and Operations Manager.
2. Ensure cash flow is smooth covering all activities and in the sub offices.
3. Prepare and record daily financial transactions and vouchers and ensure proper and accurate codes and accounts of transactions supported by valid documents.
4. Organize and archive all the required financial documents.
5. Support banking account activities.
6. Be responsible for the payment process and making sure all the payment meets the regulations.
7. Entering expenses into financial accounting system.
8. Ensuring that all invoices are paid in a timely manner and that invoices agree with supporting documentation.
9. Maintain records and file documents.
10. Perform payroll officer functions for all employees.
11. Perform the timely preparation of all monthly bank account and cash reconciliations.
12. Prepare financial statements on a regular basis to a monthly, quarterly, semester and yearly.
13. Assist the reporting of the institution.
14. Assist the Finance and Operation Manager in providing data of budgets ensuring that cost allocation and other relevant provisions are met with each line items submission.
15. Assist the Finance and Operations Manager in preparing donor financial reports in respect to accounting, legal and contractual requirements and ensure the review of such reports with the Program sections prior to submission.
16. Support the Finance and Operations Manager on the completion of internal control audits and initiate necessary actions.
17. Perform other duties and tasks as assigned.
18. Submit monthly accomplishment report to ED.

Coordination and Reporting

1. Finance Assistant Manager will report directly to the Finance Operation Manager (FOM) of the CTI–CFF Regional Secretariat in the daily implementation of his/her services as outlined in the TOR.
2. The Finance Assistant Manager will closely liaise with the OO, PAO, EA and other team, as directed.

Competency Requirements

Competencies required for this position include:

1. At least has a bachelor's in finance, Accounting, Management or other relevant fields.
2. At least three (5) years of relevant professional work experience in accounting, financial and managerial work.
3. At least three (3) years of relevant work experience with an international organization, international development cooperation, or in a dynamic environment with multiple stakeholders and international partners.
4. Excellent technical, analytical, communication and organizational skills
5. Team worker, responsible, dependable, with integrity, etc.
6. Ability to plan, prioritize and coordinate work effectively,
7. Ability work to strict deadlines and implement organizational policy.
8. Strong team spirit with a passion for managing teams composed of people from different cultures, fields and backgrounds.

9. Proactive with a "can-do" attitude
10. **Excellent proficiency in the English language (both spoken and written) is MANDATORY.**
11. Knowledge of other CT6 Member Countries working language is an asset.
12. Willing to relocate to Manado, North Sulawesi, Indonesia.

Period of Employment and Mode of Engagement

The period of employment will be **12 months subject to 3-month probation** and commences on the date of appointment.

Condition of Application

1. This position is open only for citizens of CT6 Member Countries (Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands, Timor Leste).
2. The successful applicant will be based at the CTI-CFF Regional Secretariat in Manado, North Sulawesi, Indonesia.
3. Competitive compensation and benefits
Salary according to CTI-CFF Salary Scale (Grade Level 14)

Submission of Application

1. Please submit your cover letter (including your last salary information), CV, with at least 3 Work References and scanned copies of certificates i.e., diploma, training to: regional.secretariat@cticff.org in format <Finance Assistant Manager > <Your Name> **by 24 December 2023.**
2. The position is subject to open competition regardless of race, color, gender, mother tongue, religion and beliefs, or the national, ethnic or social origin.
3. Only shortlisted applicants will be contacted for interview.

