

Finance & Administration Coordinator

Do you believe that environmentally, economically and socially sustainable forestry is possible? Do you have a passion for reforestation in Indonesia? Are you interested in sustainable/green business ventures and financing? Do you want to work on developing and implementing business models for large scale social forestry timber plantations in Central Kalimantan? Fairventures Social Forestry has an exciting opportunity for you!

What is Fairventures Social Forestry?

Fairventures Social Forestry is a German-based company focused on commercial reforestation models in Indonesia with a sustainable approach that benefits communities and the environment. We are looking for a **Finance and Administration Coordinator (FAC)** starting in **August 2020**. The primary responsibilities of the FAC will be to manage the accounting system in compliance with applicable Indonesian accounting standards, ensure the company is meeting its tax obligations and to collect and process the financial data to provide reports and insights to management.

Duties & Responsibilities

- Supervise and manage the development of an accrual accounting system
- Train, manage and support finance and administration staff
- Oversee the digitalization of our accounting procedures
- Document finance processes, revise Standard Operating Procedures and make suggestions for improvement
- Ensure all tax obligations are anticipated, planned for and met
- Supervise the finance & administration team to monitor and control all cash processes, including petty cash and cash advance systems.
- Monitor bank balances and ensures on-going liquidity
- Provide useable financial data for the company foreign investment status reporting obligations to the Investment Coordinating Board (BKPM)
- Regularly exchange with supervisor on planning, implementation and improvements, and coordinate implementation of feedback
- Perform effective financial control over assets and liabilities, financial reports, income and expenses and monitor the implementation of project finances and budgets,

including monitoring and analyzing whether policies and procedures that apply are in accordance with FSF needs; and, as the main contact to the auditor and evaluator

Requirements

- Two or more years of practical experience in corporate accounting in Indonesia
- Undergraduate degree in Accounting
- Written and spoken fluency in Indonesian
- Conversational English, fluency in English is an advantage
- Computer literacy and skills with MS Office and G Suite
- Previous experience with accounting software
- Strong leadership and people management skills with practical experience
- Hands-on mentality, strong implementation skills
- Innovative, independent, organized and responsible work ethic
- Ability to work in a fast-paced environment while keeping up with tight deadlines
- Willingness to relocate to Palangka Raya, Central Kalimantan

Details of Assignment

- Assignment to begin as soon as possible
- Assignment is based in Palangka Raya, Central Kalimantan, Indonesia
- Some field travel to the project region in Central Kalimantan and potential new sites will be required
- Ability to interact supportively in a multicultural team with empathy and respect is required
- The position is paid in line with the Fairventures salary scale and includes benefits

Next Steps?

Qualified candidates should send a cover letter and CV to Owen James at: careers.id@fairventures.org. All applications must be sent in English.

Interested candidates are encouraged to apply as soon as possible.
Closing date: August 3, 2020