

I. Position Information

Post code:
 Job code title: Finance Assistant 4
 Classified Grade:
 Supervisor: Finance Officer

II. Organizational Context

Under the guidance and supervision of the Finance Officer, the Consultant – Finance Assistant ensures effective execution of financial services and processes within the Partnership and observing transparent utilization of financial resources.

The Finance Assistant works in close collaboration with the operations, programme and projects' staff of Kemitraan to resolve finance-related issues and information exchange.

III. Functions / Key Results Expected

Summary of Key Functions:

- Implementation of financial operational strategies
- Ensures proper voucher filing (hard copy and scanned)
- Administrate of tax deduction, record and input into DJP tax office application
- Assist review financial documents related activity project (settlement advance & reimbursement)
- Facilitation of knowledge building and knowledge sharing

1. Ensures effective supports to the **implementation of financial operational strategies** and applies **financial processes and procedures** focusing on achievement of the following results:

- Compliance with the Partnership rules and regulations of financial processes, financial records and reports and audit follow up;
- Assist financial monitoring and follow up financial transaction issues, ensuring financial transactions are in compliance with the Partnership rules and policies
- Support the implementation of effective internal control framework
- As a finance unit teamwork and alternate backup of other finance staff as necessary

2. **Ensures proper vouchers filing**, focusing on the achievement of the following results:

- Administer vouchers filing (soft file and hard copy) properly and make it easy to access for internal or external purposes, and maintain systematically audited vouchers in the storage
- Maintain log book in-out for voucher filing system
- Provision of data for audit purposes and other reports

3. Ensures proper and effective **administration of tax deduction and record in the tax system** focusing on achievement of the following results:

- All taxable financial transactions are properly deducted with proper tax rate and fully supported with proper calculation and documentations

- Input the withholding tax to the tax system DJP application on timely manner based on the tax period and related tax article
- Provide withholding tax proof as needed
- Maintain tax filing system

4. Assist review financial documents related activity project (settlement advance & reimbursement)
- Helping review financial documents such as settlement advance and reimbursement and ensuring financial transactions are in compliance with the Partnership rules and policies
 - Ensuring the vouchers related tax deduction has been corrected with the tax rate calculation

5. Ensures active participation **on knowledge building and knowledge sharing** focusing on achievement of the following results:
- Participation on trainings for financial subject matters.
 - Understanding lessons learnt and best practices in Finance.
 - Active contributions to knowledge sharing on financial issues

IV. Impact of Results

The key results have an impact on the overall execution of Kemitraan financial services and success in implementation of operational strategies on the following areas:

1. Proper administration of filing system of financial and tax document
2. Accurate, on timely record, proper administration and presentation of tax report.

V. Competencies

Corporate Competencies:

- Demonstrates commitment to the Kemitraan's mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies

Development and Operational Effectiveness

- Ability to perform a variety of specialized activities related to finance and administration,
- Sound knowledge of taxation and financial rules and regulations
- Strong IT skills

Leadership and Self-Management

- Focuses on result for the client
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change
- Responds positively to feedback and differing points of view

VI. Recruitment Qualifications

Education:	Diploma Degree in Accounting/Business
Experience:	<ul style="list-style-type: none"> • Minimum 1 years of progressively responsible finance experience is required • Experience in the usage of computers and office software packages (MS Word, Excel, etc) • Familiar with tax system application (DJP tax application)
Language Requirements:	Fairly in English

VII. Signatures- Job Description Certification

Incumbent *(if applicable)*

Name	Signature	Date
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Supervisor

Name	Signature	Date
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Chief Division/Section

Name	Signature	Date
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