



Partnership for Governance Reform

I. Post Information

Post Title: **Senior Finance Manager (SFM)**

Supervisor: Finance and Operations Director

Type of Assignment: Fixed-term, full-time

Duration: Six (6) months with possible extensions based on performance

Base: Jakarta

II. Organizational Context

KEMITRAAN works to advance transparent, accountable, and inclusive governance in Indonesia through capacity building, policy advocacy, research, and implementation of innovative programs. Over the years, KEMITRAAN has built a strong network of government agencies, civil society organizations (CSOs), international donors, and private sector partners—enabling the organization to leverage diverse resources and expertise for sustainable development outcomes.

As the organization grows, effective financial stewardship is critical to ensure sustainability, efficiency, and accountability across programs or projects, and operations. Under the overall direction of the Finance and Operations Director (FOD), the Senior Finance Manager (SFM) provides day-to-day leadership of finance operations, ensuring strong internal control, robust financial governance, and timely information for decision-making.

This position is being prioritized to safeguard compliance across an expanding donor portfolio, strengthen cash-flow management in a multi-project environment, and accelerate policy and systems improvements needed to support scale. Bringing the SFM on board ensures continuity of quality financial services while the organization advances major initiatives in automation, cost recovery, and risk management.

Reporting to the FOD, the SFM oversees core finance functions—including accounting services, treasury operations, donor financial reporting, and support to Project Management Units (PMUs)—and acts as the primary coordinator for finance policies, budgeting and forecasting cycles, and audit readiness. The SFM translates organization-wide financial strategies into

operational plans and routine practices, and escalates strategic issues and recommendations to the FOD.

Consistent with KEMITRAAN's operating model, the SFM works closely with the FOD to ensure PMUs have adequate financial management capacity to deliver results in compliance with donor requirements and KEMITRAAN policies. The SFM directly supervises core Finance/Grant/Accounting Officers and provides functional oversight to Project Finance and Operations Managers/Officers at the Project Management Units (PMUs), including periodic coaching, monitoring missions, and peer-learning sessions to continuously improve financial management capability.

III. Key Functions and Tasks

A. Strategic Financial Management and Advisory

- Translate the organization's financial sustainability strategy into implementable plans; provide the FOD with analyses and options to strengthen liquidity, cost effectiveness, and value-for-money.
- Serve as day-to-day focal point on grants and finances for internal stakeholders, consolidating financial outlooks, tracking, reporting, fiduciary, and accountability aspects.
- Produce data analytics and insights on key drivers of efficiency and effectiveness; prepare management briefs and recommendations for FOD review and decision.

B. Policies, Procedures, and Internal Controls

- Maintain and enhance internal controls so that financial systems operate effectively; identify risks early and implement mitigation measures in consultation with the FOD.
- Ensure consistent application of policies and procedures across units.
- Regularly review and propose updates to finance policies/SOPs and work practices to optimize operational efficiency and compliance.
- Enforce budgetary controls, segregation of duties and delegation of authority limits; ensure safeguarding of financial assets (cash/bank balances, advances).
- Plan and organize organization-wide communication on financial policies; promote zero tolerance for fraud and corruption, and handle cases with integrity in coordination with relevant units.
- Support the adoption of appropriate automation/ERP and technology solutions for finance and related organizational systems.
- Operationalize methodologies for charging costs to projects (e.g., Universal Price List/UPL or other approved mechanisms) and align communications with donors.

C. Planning, Budgeting, and Forecasting

- Coordinate organization-wide and project-level budgeting and forecasting in line with KEMITRAAN standards and donor requirements.
- Monitor disbursement and burn rate across programs/projects; surface funding gaps with solution options to Project Leaders and the FOD.

- Provide clear financial guidelines and standard costing models to support proposal development, pricing, and operational planning.

D. Financial Management, Accounting, and Audit

- Ensure financial operations comply with donor regulations and risk profiles; provide practical guidance to PMUs on compliance.
- Oversee treasury and accounting services and timely payments; maintain and improve the chart of accounts and project/budget coding structure.
- Produce accurate and timely monthly organization-wide and project financial reports; review results against budget and flag emerging issues, especially potential deficits.
- Manage taxation matters to optimize the advantages available to a non-profit organization and ensure regulatory compliance.
- Ensure completeness and integrity of accounting records and documentation in line with policy and statutory/donor requirements.
- Administer and control approved contracts, agreements, and sub-grants in collaboration with relevant units.
- Coordinate internal and external audits; ensure audit readiness, quality management responses, and follow-up on recommendations.

E. Cash Flow and Treasury Management

- Ensure bank and cash accounts are accurately reconciled monthly and reviewed/approved at the appropriate management level.
- Conduct or coordinate periodic on-site financial reviews of projects as needed.
- Lead quarterly finance reviews with PMUs to assess financial position and develop meaningful forecasts.
- Develop and maintain cost recovery mechanisms to ensure correct funding of core costs and proper allocation to projects.
- Monitor bank performance and services; support integration and auto-reconciliation solutions in coordination with IT and banking partners.
- Review and approve project cash flow projections; monitor liquidity and invest excess funds in line with policy, as delegated.

F. Grant-making, Proposal Budgeting, and Donor Reporting

- Conduct financial capacity assessments of potential grantees and identify improvement plans.
- Provide financial capacity building and ongoing monitoring for grantees in collaboration with PMUs.
- Prepare or review the budget sections of concepts/proposals to ensure compliance with internal standards, GoI regulations, and donor requirements.
- Ensure timely, accurate donor financial reports; coordinate required supporting documents and obtain FOD approval before submission.

G. People Management and Collaboration

- Directly supervise core Finance/Grant/Accounting Officers and provide functional supervision to Project Finance Officers across locations.

- Set clear objectives and performance indicators for finance staff; provide coaching, training, and constructive feedback.
- Ensure adequate staffing, succession planning, and talent development for finance functions; uphold discipline and high-performance standards.
- Foster collaborative relationships with program, procurement, HR, legal, and IT functions to solve cross-cutting operational issues.

H. Other Responsibilities

- Liaise with donors on grants' financial matters, as necessary and delegated by the FOD.
- Perform other tasks as required by organizational needs.

IV. Deliverables

- Monthly financial reports (org-wide and project-level): submitted by the agreed cut-off with analysis of budget vs. actuals, burn rate, cash position, and key variances.
- Quarterly consolidated rolling forecasts with narrative and risk/mitigation notes.
- Updated finance policies and SOPs: annually reviewed with proposed revisions to strengthen internal controls and efficiency.
- Donor financial reports: on-time, accurate submissions with complete supporting documentation and internal approvals.
- Audit readiness and follow-up matrix: comprehensive preparation for internal/external audits and timely implementation of audit recommendations. Timely audit report submission as scheduled by donors and completion of the organization annual external audit by May 15
- Cost recovery model and charging mechanism: documented methodology (e.g., UPL/overheads) applied consistently and communicated to stakeholders.
- Treasury and cash flow dashboard: monthly reconciliations, liquidity metrics, and investment updates per policy.
- Grantee financial assessments and capacity-building plans: completed assessments with action plans and periodic monitoring notes in coordination with relevant units.
- Finance staff development plan: annual plan and completion tracking for induction, training, mentoring, and succession.

V. Key Performance Indicators (KPIs)

- Timeliness of monthly financial close and reporting: $\geq 100\%$ of reports submitted by agreed deadline; zero critical errors identified post-submission.
- Donor compliance score: $\geq 100\%$ adherence to donor-specific rules across sampled transactions; zero high-risk audit findings.
- Budget variance management: program/project annual variance kept within $\pm 10\%$ at outcome level, with documented management actions for exceptions.
- Cash and bank reconciliations: 100% of accounts reconciled monthly and approved within 10 working days of month-end.

- Audit outcomes: no adverse audit opinions; $\geq 100\%$ of audit recommendations closed within the agreed timeline.
- Cost recovery performance: allowable core costs recovered to projects per approved methodology.
- Grantee financial capacity and compliance: all high-value grantees assessed; 100% implement agreed action plans on schedule.
- Team capability development: annual training plan executed with $\geq 85\%$ completion; improved competency assessment scores year-on-year.

VI. Competency

Core competencies

- Integrity and ethics: model KEMITRAAN values; promote zero tolerance for fraud and corruption.
- Results orientation: focus on impact and quality; proactively solve problems and meet deadlines.
- Inclusive collaboration: demonstrate cultural and gender sensitivity; build constructive relationships across functions and with partners.
- Change agility: adapt to evolving donor and organizational requirements; champion practical improvements in policies and systems.
- Communication and influence: present complex financial information clearly to non-finance audiences; provide balanced advice and constructive challenge.

Technical competencies

- Advanced financial management: accounting, cost accounting, treasury management, budgeting and forecasting, and analysis in multi-project environments.
- Donor compliance and grant management: deep understanding of major donor rules, reporting standards, and cost eligibility; strong documentation practices.
- Internal controls and risk management: designs and enforces segregation of duties, reconciliations, approvals, and fraud prevention measures.
- Treasury and cash flow: liquidity planning, cash forecasting, banking relations, and investment per policy.
- Taxation for non-profits: working knowledge of Indonesian tax regulations applicable to non-profit entities.
- Financial systems and automation: hands-on experience with SUN System/ERP systems, chart of accounts design, and process digitization.
- Audit preparation and response: plans and coordinates internal/external audits; addresses findings and implements corrective actions.
- People leadership: coaches and develops finance staff; manages performance and builds succession pipelines.

VII. Qualifications

Experience

- Minimum ten (10) years of progressive experience in finance management, including at least five (5) years in supervisory roles in international organizations
- Demonstrated experience in both public accounting and non-profit/donor-funded organizations.
- Proven track record managing multi-project portfolios, donor compliance, and external audits.
- Hands-on experience improving policies, internal controls, and finance systems/automation.

Education

- Bachelor's degree in Accounting–certified Accountant required; Master's degree and other relevant professional certification is an advantage.

Languages

- Full professional proficiency in English (required).
- Proficiency in Bahasa Indonesia (required).

VIII. Sign-off

Prepared by: _____ Date: _____

Reviewed by (Supervisor): _____ Date: _____

Approved by HR: _____ Date: _____