



## Partnership for Governance Reform

### I. Post Information

Post Title	<b>Project Finance and Administration Manager</b>
Supervisor	Project Team Leader – EnABLE (Enhancing Access to Benefits while Lowering Emissions, Phase 2)
Type of Assignment	Fixed term
Duration	Initially Six (6) months, with possible extensions based on performance
Base	Samarinda, East Kalimantan
Supervises	Finance and Administration Assistant Coordinates with KEMITRAAN Finance and Operations Directorates, Project Technical Team/Project Management UnitEnABLE,, National Pool of Experts, MEL Unitand other relevant units

### II. Project Context

The World Bank–financed EnABLE initiative supports the East Kalimantan Emission Reduction Program (ERP) by promoting the inclusion of marginalized and disadvantaged groups—particularly *adat* communities and women—in accessing carbon and non-carbon benefits in Paser, Kutai Kartanegara, Kutai Barat, dan Mahakam Ulu.

KEMITRAAN (Partnership for Governance Reform) serves as the Implementing Agency for EnABLE Phase II, overseeing day-to-day implementation, fiduciary management, and stakeholder coordination. Local NGOs—including those led by or representing indigenous groups—are engaged as service providers and receive capacity strengthening through their active involvement.

The program comprises three components:

- a. capacity building and awareness for inclusive ERP delivery;
- b. support for inclusive, nature-positive livelihoods and low-carbon practices;
- c. project management, monitoring & evaluation (MEL), and knowledge dissemination.

Within this framework, the Project Finance and Administration Manager leads project financial and operations management and reporting, in close coordination with the Project

Management Unit (PMU), ensuring disciplined financial cycle and operations management, quality assurance, and compliance with Project Operations Manual (POM), donor and KEMITRAAN requirements.

Under the guidance of the supervisor, and in coordination with Finance and Operations Directorate, the Project Finance and Administration Manager is responsible of internal and external project financial reporting; prepares Interim Financial Reports (IFRs) and withdrawal applications to the World Bank; ensure quality and timeliness of partners and grantees financial reports, performance and documentation; and coordinates with Finance & Grants, Operations/Procurement to ensure project procurement and events follow POM, donor and KEMITRAAN accountability requirements (Standard Operations Procedures/SOPs), MEL, and program teams to safeguard value-for-money and ensure audit-readiness.

### III. Key Functions and Tasks

#### 1) Financial planning, budgeting & controls

- **Contribute to timely project deliveries:** work closely with the Team Leader to ensure that program activities are efficiently and effectively delivered and own the delivery of project unit activities within budget, collaborate pro-actively with project team and leadership, craft solutions when expecting either underspend or overspend, manage overall program budget performance, ensure realistic and robust budget forecasting, and budget realization at the programmatic level.
- **Lead budgeting and coding structure:** develop the detailed project budget, chart of accounts, and cost-center structure aligned to donor and KEMITRAAN rules. Ensure budget narratives, assumptions, and coding are clear for PMU and partners, and KEMITRAAN Finance and Operations to apply consistently. This includes development of project annual budgets for donor's approval and organization implementation, e.g. detailed budgets per activities/activity.
- **Medium- and long-term financial planning:** build and update medium-/long-term projections to complement short-range cash-flow planning. Highlight funding gaps, timing risks, and scenario impacts to guide management decisions.
- **Cash-flow forecasting and burn-rate analysis:** prepare rolling 3-month cash-flow forecasts and monthly burn-rate analyses with variance commentary. Coordinate with Program and Procurement to sequence disbursements against deliverables and risk exposure.
- **Embed internal controls:** define segregation of duties follows KEMITRAAN governance framework, documentation standards, and approvals that match SOPs and donor requirements. Run spot checks and update control matrices when gaps or new risks are identified.
- **Coordinate budget revisions:** lead re-budgeting scenarios in response to scope, schedule, or price changes. Document change rationales and secure approvals before

implementing in ledgers and reports, including communicating with donor for successful approval on any budget changes whenever required.

## 2) Financial reporting, donor compliance & treasury

- **Prepare BvA packs with variance actions:** produce timely monthly Budget-vs-Actual (BvA) reports with variance analysis and corrective action logs. Consolidate partner reports and ensure eliminations/reclassifications are properly reflected.
- **Submit IFRs and withdrawal applications:** assemble quarterly Interim Financial Reports and supporting ledgers for the World Bank and prepare withdrawal applications as scheduled. Maintain traceability from the trial balance to donor templates and bank statements.
- **Compile the annual financial report for audit:** responsible for unqualified project audit, liaise with Finance Unit for timely audit performance and lead preparation of the project's annual financial statements and schedules for external audit. Align notes and working papers with donor and statutory requirements.
- **Manage payments and treasury:** oversee payment batches, bank reconciliations, and cash management in line with thresholds and controls. Monitor FX exposure and banking charges, recommending optimizations where appropriate.
- **Ensure tax and statutory compliance:** review contracts for proper tax treatment, withholding, and filings. Coordinate with external advisors or authorities as needed to ensure compliance.

## 3) Grant financial management & partner support

- **Assess partner financial capacity:** in coordination with Finance Unit, conduct partners assessment/due diligent to review partner systems, staffing, and controls for cost reasonableness and basic ROI/value-for-money; define risk ratings and capacity-building plans. Advise on corrective actions and timelines with follow-up verification.
- **Supervise partner reporting and disbursements:** monitor partner/grantee reports to ensure grantee manages the fund effectively by validating partner financial reports, vouchers, and supporting documents following the project accountability requirements; manage disbursement schedules. Track issues and ensure resolutions within agreed service-level timelines.
- **Guide documentation for grants:** develop the project guidelines for grantee financial management, capacity building to PMU and Grantees whenever necessary to ensure compliance; maintain complete and indexed grant files (digital and hard copy), including capability records, agreements, and payment evidence. Ensure alignment with SOPs, safeguards, and audit checklists.
- **Coordinate finance inputs to procurement:** project procurement is facilitated by KEMITRAAN Procurement Officer. The Project Finance and Administration Manager reviews financial terms of partner and vendor contracts, including payment

milestones and retention clauses. Verify budget availability and coding prior to commitment.

- **Maintain status-report logs for grantees:** update and reconcile grantee status-report logs to monitor submission timeliness and variance follow-up. Escalate delays or gaps and agree on corrective timelines with responsible parties.

#### 4) Audit, assurance, and risk management

- **Prepare audit-ready files:** maintain clean reconciliations, schedules, and sampling lists to support internal/external audits. Coordinate responses and ensure evidence-based closure of requests.
- **Run financial DQAs/spot checks:** conduct periodic financial spot checks and onsite verifications for partners and project sites. Document findings and provide coaching for sustainable fixes.
- **Manage financial risks:** maintain a financial risk register with triggers, likelihood/impact, and mitigations. Report changes monthly to PMU and integrate with the overall project risk log.
- **Follow-up and close audit findings:** track audit/implementation-support recommendations and close them within agreed timelines. Document corrective actions and evidence of closure.

#### 5) Manage Project Administration function (e.g., procurement, hiring, record management)

- **Ensure compliance** with WB and organization in operational procedures, systems, processes, and outcomes (follows internal control framework and POM, i.e., project travel, events and workshops, procurement, contracting vendors, individuals, partners/grantees).
- **Develop project procurement plans** and in coordination with Procurement Officer, responsible for quality, timely and value for money procurement.
- **Support communication** with WB on Finance and operational matters
- Coordinate, take initiative, and follow up on recommendations to the Project Management Team (PMT) with regards to operational issues
- Manage key WB implementation policies including fraud and corruption, child protection, Environmental and Social Safeguards, etc.
- Ensure Value for Money (VFM) is adhered to in principles and practices;
- Ensure timely and high quality of reporting;
- Timely planning;
- Good communication across the project
- **Quality operations performance:** Supervise Project Finance and Administration team and coordinate the fulfillment of the project administrative requirements within PMU.

#### 6) Capacity building, systems & collaboration

- **Strengthen staff and partner capacity:** deliver concise training and refreshers on budgeting, reporting, controls, operations guidelines, and documentation. Provide job aids/templates and offer helpdesk support to improve first-time-right submissions. Capacity-building to partner may include training/socialization and monitoring of financial and administration requirements, e.g., to indigenous-led and women-led NGOs
- **Optimize systems and processes:** promote effective use of financial software and standardized templates. Recommend improvements that reduce cycle times and error rates without compromising controls.
- **Supervise and develop the admin & finance support team:** provide task planning, quality assurance, and performance feedback to Admin & Finance Assistants assigned to the project. Build team capacity and ensure workload balance against project peaks.
- **Cross-functional collaboration:** work closely with PMU, MEL, Operations/Procurement, and Program to align evidence, deliverables, and payments. Facilitate fast resolution of finance-related blockers to protect implementation timelines.

#### IV. Deliverables

- **Approve detailed budget & coding structure (month 1):** final budget with chart of accounts/cost centers, budget narrative, and assumptions aligned to donor and SOPs.
- **Monthly BvA pack with corrective actions (months 1–6):** consolidated BvA, variance notes, forecast updates, and agreed actions with status.
- **Quarterly IFRs & withdrawal applications (by month 3 and month 6):** IFR set with supporting schedules, bank reconciliation tie-outs, and signed withdrawal applications.
- **Audit-ready financial files & schedules (by month 6):** indexed vouchers, reconciliations, partner files, and procurement finance documents meeting audit sampling needs.
- **Partner finance supervision reports (quarterly):** visit notes, issue logs, and closure evidence for each partner with risk rating updates.
- **Finance and operational related SOPs, templates & training materials (rolling):** job aids and quick guides for budgeting, reporting, documentation, and controls.

#### V. Key Performance Indicators (KPIs) – proposed

- **Timely budgets submission** – annual and revision within 100% compliance to the project and institution timelines.
- **Timely response to donor queries** – 100% compliance as per donor expectation (e.g., acknowledge query immediately and respond back within the agreed timeline]
- **On-time monthly BvA pack:** 6/6 submitted by the 7th calendar day. Timely BvA supports proactive course correction and donor confidence. Submission logs and repository timestamps will be used to verify timeliness.

- **Variance discipline:** monthly BvA variance within  $\pm 10\%$  and actions logged. Maintaining variance within tolerance protects outputs and avoids end-period rush or underspend. Action trackers will show assigned owners and due dates.
- **Cash-flow forecast accuracy:** monthly forecast within  $\pm 10\%$  of actual outflows. Accurate forecasting prevents cash crunches and idle balances. Compare forecast vs actuals and explain deviations with mitigation steps.
- **Partner liquidation timeliness:**  $> 100\%$  partner liquidations reviewed within 10 working days. Fast reviews reduce rework cycles and maintain partner momentum. Aging reports and review logs will evidence performance.
- **Procurement finance file completeness:** 100% of finance sections complete and traceable for planned procurements. Complete files, de-risk audits and support on-time payments. Spot checks verify numbering, approvals, and evidence links.
- **IFR & withdrawal application milestones:** M3 and M6 IFR packs prepared on schedule with zero material errors. Meeting IFR milestones demonstrates compliance and treasury discipline. Pre-submission QA checklists and sign-offs will be attached.
- **Audit finding closure:** 100% audit/spot-check findings closed within 30 days. Rapid closure strengthens controls and donor trust. Corrective action logs and evidence files will confirm closure.
- **Training coverage:**  $\geq 1$  finance training/refresher per month with  $\geq 80\%$  attendance. Regular refreshers improve first-time-right submissions and reduce processing time. Attendance logs and pre/post checks will be kept.

## VI. Competency

### Core Competencies

- **Integrity & stewardship:** model high standards of ethics, confidentiality, and fiduciary responsibility. Proactively identify and mitigate risks to funds, reputation, and stakeholders.
- **Results orientation:** deliver against agreed timelines with disciplined follow-through. Use evidence to prioritize and make trade-offs that protect value for money.
- **Collaboration & influence:** high interpersonal skills to work with wide range of units and individuals including partners/grantees, build constructive relationships with Program, MEL, Procurement, partners, and donors. Communicate financial concepts clearly to non-finance audiences to secure decisions.
- **Adaptability & problem solving:** respond to changing assumptions with practical re-budgeting and cash-flow options. Document rationale for changes and track decisions transparently.
- **Communication:** produce clear financial narratives, schedules, and guidance. Tailor messages to technical and non-technical stakeholders.

### Technical Competencies

- **Financial Management including Donor financial management (World Bank focus):** experienced with finance and accounting rules, taxations, GAAP, IFRs, withdrawal applications, allowable cost principles, and bank reconciliations. Understand linkages between the chart of accounts, trial balance, donor templates, and supporting evidence.
- **Budgeting, forecasting & BvA:** build robust budgets and accurate forecasts, and run disciplined BvA cycles. Explain variances and drive corrective action with owners.
- **Internal controls & compliance:** design segregation of duties, documentation, and approvals appropriate to risk. Conduct spot checks and implement sustainable corrective actions.
- **Grant financial management:** validate partner reports, disbursements, and documentation against SOPs and agreements. Build partner capacity and maintain clean, indexed files ready for audits.
- **Procurement finance & tax:** review financial clauses, tax/withholding, and payment milestones for value-for-money and compliance. Coordinate with Procurement and advisors to ensure correct treatment.
- **Systems & tools:** uses financial software and standardized templates effectively. Improves processes to reduce cycle time and error rates while preserving controls.

## VII. Qualifications

### Education

- Minimum Bachelor's degree (or equivalent), preferably in accounting; proficiency with computerized financial systems is essential.
- Understanding of accounting/project software; demonstrated ability to facilitate training on financial management, planning and budgeting, cost recovery, and grant management.

### Experience

- At least eight (8) years in finance and grants management, preferably with World Bank, USAID, UN agencies, or international NGOs; plus 3–5 years hands-on financial monitoring experience.
- Strong communication, attention to detail, integrity, and ability to work effectively with diverse stakeholders under limited supervision.

### Languages

- Fluency in Bahasa Indonesia and English (spoken and written).

## VIII. Sign-off

Prepared by:

Date:

Reviewed by (Supervisor):

Date:

Approved by HR:

Date: