

Terms of Reference (ToR)

I. Post Information

Post Title: Project Finance and Administration Officer (FAO)

Supervisor: Project Team Leader

Type of Assignment: Fixed-term, full-time

Duration: Six (6) months with possible extension based on performance and funding

Base: Pekalongan City, Central Java

Supervision: Finance and Administration Assistant

Coordination: KEMITRAAN's Finance and Operations Directorate and SPKM Directorate

II. Context

The Adaptation Fund Pekalongan Project addresses severe climate impacts in coastal Pekalongan, where rising sea levels and tidal flooding disrupt livelihoods, damage infrastructure, and increase health risks. In partnership with the Municipality of Pekalongan, the project aims to strengthen resilience through integrated interventions, including infrastructure improvement, sustainable livelihoods, and governance support. The initiative is funded by the Adaptation Fund (AF) under the oversight of the Ministry of Environment (KLH).

Key components of the Project include improving sanitation and coastal protection, promoting inclusive livelihood opportunities, and embedding climate adaptation practices at the local level. All activities are implemented under strict compliance with donor requirements and environmental and social safeguards, ensuring transparency and accountability.

The project is managed by a Project Management Unit (PMU) that coordinates planning, delivery, and compliance across multiple stakeholders. The PMU works closely with municipal authorities, local partners, and technical experts to ensure timely implementation, quality assurance, and evidence-based reporting.

Under the guidance of the Project Team Leader, the Finance and Administration Officer ensures disciplined financial management, partner verification, procurement finance checks, and audit readiness to support the timely and compliant delivery. This role works in close coordination with the PMU, the organization's Finance Unit (primarily the Finance Officer), MEL Unit, and the Procurement team.

III. Key Functions and Tasks

Financial planning and controls

- Annual and activity-based budgeting: prepare the detailed project budget aligned to donor and KEMITRAAN coding rules; update scenarios for scope/timeline shifts and document approvals before implementation.

- Rolling cash-flow forecasting: prepare monthly forecasts that link planned deliverables, procurements, and burn rates; flag gaps early to the Project Team Leader and Finance Unit for mitigation.
- Internal control application: embed SOP controls (authorization, activity coding, documentation) in every transaction; maintain clear audit trails with versioned files and checklists.
- Budget revision discipline: draft re-budgets with rationale, impact, and risk notes for decision; secure sign-offs and communicate updates to all affected units.
- Variance analysis and recovery actions: produce BvA narratives that explain drivers and corrective steps; track actions to closure in the monthly performance review.
- Administration of budgets and cash-flow; ensure timely updates of budget utilization and cash-flow status; coordinate with the Finance Unit to maintain liquidity and compliance.

Treasury, payments, and documentation

- Payment readiness and compliance: assemble complete, compliant payment packages with correct coding, approvals, and tax/withholding calculations; coordinate disbursements with the Finance Unit to protect timelines and statutory obligations.
- Advances and settlement control: issue and track staff/partner advances with due dates and purpose tags; verify settlements within SOP timelines and clear exceptions swiftly.
- Weekly advances dashboard: publish an aged advances view with owners, actions, and due dates; use the dashboard to drive accountability in PMU routines.
- Accurate disbursement: prepare vouchers and complete receipts for assigned portfolios; ensure completeness of supporting documentation.
- Documentation quality assurance: enforce naming conventions, file indexes, and cross-referenced evidence; return incomplete files for correction and log rework trends.

Grants and partner financial oversight

- First-level partner verification: review grantee financial reports and supporting documents against agreements and allowable-cost rules; summarize eligibility findings in a payment-readiness memo; coordinate with PMU to close any compliance gaps before payment.
- Disbursement schedules and liquidation tracking: maintain partner payment calendars and advance/liquidation trackers; escalate delays with proposed remedies and revised dates.
- Corrective actions and coaching: identify recurring partner issues and provide targeted guidance; document follow-ups and improvements using standard checklists.
- Linkage to program evidence; cross-check partner claims with MEL/technical evidence and deliverable acceptance; align finance verification with output completion and quality notes.

- Monitoring grants for legal, financial, and program compliance: ensure grant requirements are correctly documented in files and databases; track compliance with internal controls and donor rules.
- Maintain grant workflow processes and templates: keep forms, checklists, and reporting templates updated and aligned with SOPs; ensure consistent application across all partner transactions.

Procurement, finance, and project administration

- Budget availability and contract terms; verify fund availability/codes before solicitations and awards; review payment milestones, retention, and tax clauses for clarity and compliance.
- File completeness across the cycle: ensure solicitation, evaluation, award, and contract files have finance sections complete and indexed; align acceptance notes to BoQ/specs before payments.
- Events, travel, and logistics compliance: apply POM/SOP rules to per diems, travel claims, and event costs; keep evidence (attendance, agendas, photos, consents) organized for audit.
- Admin and Finance Assistant supervision: plan tasks, review outputs, and provide feedback for quality and timeliness; build capacity on forms, checklists, and documentation discipline.
- Value-for-money stewardship: advise on cost reasonableness and alternatives when variances emerge; record VfM considerations in notes to file.
- Procurement and logistical services: support procurement planning and ensure the timely delivery of goods/services; coordinate logistics for project activities in compliance with SOPs.

Reporting, Audit, and Risk Management

- Monthly financial pack preparation: submit BvA with variance notes, three-month forecast, cash-flow, and action tracker status; ensure alignment with narrative evidence and procurement statuses.
- Donor and internal report timeliness: deliver complete finance sections by agreed cut-offs with cross-referenced annexes; coordinate corrections within agreed turnaround times.
- Audit facilitation and closure: in coordination with Project Team Leader and Finance Unit, maintain request/response logs, indexes, and management action trackers; close findings with dated evidence within agreed timelines.
- Financial risk register upkeep: log risks (e.g., aging advances, delayed liquidations, tax exposure) with owners and mitigations; review monthly and escalate high residual risks.
- Knowledge capture and SOP improvement: document lessons and propose template/SOP updates; socialize changes and monitor adoption in subsequent cycles.

IV. Deliverables

- Approved detailed budget and rolling monthly cash-flow forecasts.

- Monthly BvA pack (variance analysis + three-month forecast + action tracker).
- Weekly advances dashboard with owners and closure status.
- Grantee verification packets with payment-readiness memos.
- Grant compliance logs (tracking legal, financial, and program compliance for all partners).
- Updated grant workflow templates and SOP checklists reflecting lessons learned and audit feedback.
- Procurement finance files (budget checks, tax/withholding, contract payment terms, acceptance notes).
- Audit facilitation file (indexes, request/response logs, closure evidence) and finance training materials for staff/partners.

V. Key Performance Indicators (KPIs)

- Reporting timeliness: 100% monthly packs and donor finance sections submitted on schedule.
- Forecast accuracy: monthly cash-flow forecast within $\pm 10\%$ of actual outflows.
- Documentation completeness: 100% of sampled transactions have full supporting evidence and correct coding.
- Advance control: 100% staff/partner advances settled within SOP timelines; weekly dashboard published 100% on time.
- Grant compliance: 100% partner files include legal, financial, and program compliance checks; workflow templates updated quarterly.
- Audit performance: 0 major findings; 100% corrective actions closed within 30 days.
- Procurement finance readiness: 100% of planned payments backed by acceptance evidence and tax compliance.

VI. Competency

Core Competencies

- Integrity and stewardship: model ethics, confidentiality, and zero tolerance for fraud; act early on risks that threaten funds or reputation.
- Results orientation: prioritize deliverables, meet deadlines, and drive action closure; use data to guide trade-offs and recovery plans.
- Collaboration and influence: communicate clearly with finance, PMU, partners, and vendors; translate finance concepts for non-finance audiences.
- Adaptability and problem-solving: adjust plans to shifting assumptions and document rationale. Improve processes through practical iterations.

Technical Competencies

- Donor financial management: budgeting, BvA, forecasts, allowability, and donor-compliant reporting.
- Grant/partner oversight: verification, liquidation tracking, and corrective action coaching.

- Procurement finance: budget checks, tax/withholding, contract milestones, and acceptance evidence.
- Systems and documentation: strong Excel and ERP literacy, disciplined file control, and audit readiness.
- Safeguards awareness: FGRM touchpoints reflected in finance processes and evidence.

VII. Qualifications

Education

- Bachelor's degree in accounting/finance or related field; professional certification (e.g., CPA/CA) is an advantage.

Experience

- Minimum 5 (five) years in project finance/grants management in donor-funded programs
- Hands-on in BvA, forecasts, audits, partner verification, and procurement finance.
- Experience with WASH/construction works financing, Indonesian tax compliance for NGOs, and training/coaching of partners

Languages

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

VIII. Sign-off

Prepared by: _____ Date: _____
 Reviewed by (Team Leader): _____ Date: _____
 Approved by HR: _____ Date: _____