



PARTNERSHIP FOR
GOVERNANCE REFORM

Terms of Reference

I. Position Information

Job Code Title: Senior Grants Finance and Administration Officer
 Pre-classified Grade: **L – 5**
 Supervisor: Senior Grants Manager, Grants Management Unit (GMU)

II. Organizational Context

KEMITRAAN Partnership for Governance Reform is a nationally anchored organization accredited as a National Implementing Entity (NIE) under the Adaptation Fund (AF) and as a Direct Access Entity (DAE) under the Green Climate Fund (GCF). These accreditations position KEMITRAAN to directly access and manage climate adaptation finance in support of Indonesia’s national priorities, including the National Adaptation Plan (NAP), Enhanced Nationally Determined Contributions (ENDC), and the Sustainable Development Goals (SDGs).

To operationalize its fiduciary, programmatic, and reporting responsibilities under AF and GCF mandates, KEMITRAAN has established a dedicated Grants Management Unit (GMU). The GMU serves as the institutional backbone for managing the full grant lifecycle—from dissemination of information of the funding to prospective grantees, support to prospective grantees to be able to access the grants, concept note and proposal development and fund disbursement, to monitoring, evaluation, reporting and learning. It ensures compliance with international fiduciary standards, promotes country ownership, and strengthens institutional capacity for inclusive and transformative climate adaptation.

The Senior Grants Finance and Administration Officer support the GMU’s Senior Grants Manager in strengthening fiduciary systems and ensuring the efficient, transparent, and accountable delivery of climate finance under AF and GCF modalities. The role focuses on financial oversight, disbursement processing, execution cost supervision, procurement coordination, and audit readiness—ensuring full compliance with donor requirements and alignment with Indonesia’s evolving climate governance architecture.

In collaboration with the GMU team, The Senior Grants Finance and Administration Officer contributes to embedding gender equality and social inclusion (GESI) across financial operations. This includes integrating inclusive principles into fiduciary workflows, procurement systems, and reporting frameworks, in accordance with AF/GCF gender policies and Environmental and Social Safeguards (ESS). The role supports institutional practices that promote equitable access, participation, and benefit-sharing for vulnerable groups, including women, Indigenous peoples, and marginalized communities.

Under the guidance and direct supervision of the Senior Grants Manager who leads the GMU within the Environment and Sustainable Governance (ESG) Program Directorate, the Senior Grants Finance and Administration Officer plays key role in operationalizing all non-programmatic aspects of grantmaking and supporting institutional positioning for sustained access to climate finance.

III. Functions / Key Results Expected

1. Socialization to prospective grant grantees (partners) on AF & GCF financial and other operations procedures and requirements.
2. Financial and administrative oversight and compliance
3. Management of systems and financial tools
4. Grant proposal development and financial reporting
5. Grant grantees (partners) due diligence and capacity strengthening

1. Socialization to prospective grant grantees (partners) on AF & GCF financial and other operations procedures and requirements

- ❑ Obtain updated, comprehensive knowledge on AF & GCF financial and other operations procedures and requirements.
- ❑ Develop socialization materials on AF & GCF financial and other operations procedures and requirements, that are easily understood by prospective grant grantees (partners).
- ❑ Work with the assigned communications/social media specialists to develop socialization e-learning, and make sure that the e-learning is utilized and effective.
- ❑ In close coordination with Home Office Finance Team, leading the socialization mechanism through project kick-off and potentially regular refreshment with grantees (partners), to ensure that grant grantees (partners) fully understand AF & GCF financial and other operations procedures and other relevant requirements, and are able to implement them successfully.

2. Financial and administrative oversight and compliance

- ❑ Financial analysis, assessment, and tracking of the project activities, revenues, spending vs actual, cash flow forecasts and disbursement.
- ❑ Monitor grant-related financial transactions to ensure alignment with approved budgets for Grantees (partners).
- ❑ Fund flow tracking and reconciliation with donor's financial systems.
- ❑ Review cash, bank, and petty cash reports for accuracy and completeness.
- ❑ Ensure all expenditures comply with donor policies and guidelines, government regulations, and internal SOPs.
- ❑ In close coordination with Home Office Finance Team, assist with preparation and review of plans, budgets, performance reports, project proposals, medium term and long-term financial plans.
- ❑ Verify supporting documents (invoices, contracts, payment proofs) before approval.

- Develop compliance checklists for each grant.
- Prepare reconciliations and financial documentation to support external audit processes.
- Follow up on audit findings with corrective action plans.
- Prepare periodic financial reports (monthly/quarterly) for management and donors.
- Identify potential financial risks and recommend mitigation measures.
- Provide expenditure trend analysis to ensure efficient use of funds
- Maintain a secure, well-organized financial documentation system for compliance reviews.
- Supporting onboarding of grantees (MoUs, contracts)
- Liaise with Finance and Procurement units to ensure donor-compliant workflows and documentation.
- Monitor utilization of execution costs, management fee allocations, and cost recovery strategies across implementing entities.
- Support internal and external audit processes, including risk register maintenance and audit trail documentation.

3. Management of systems and financial tools

- Operate and maintain ERP-based grant tracking and reporting systems.
- Ensure interoperability with AF/GCF portals and internal financial systems.
- Support development and rollout of standardized financial templates, SOPs, and modular budgeting tools.
- Integrate metadata tagging and version control into grant financial records.
- Documentation and archiving for project closeout.
- Ensure fiduciary and procurement systems integrate inclusive practices and comply with AF/GCF gender policies and ESS standards.
- Promote equitable access and participation in procurement and financial processes.
- Support documentation of inclusive financial practices and lessons learned.

4. Grants Proposal Development and Financial Reporting

- In close coordination with Home Office Finance Team, support and assist budget proposal development and review
- Update and audit project financial documentation and files, including both hard copy and soft copy files.
- Administrative duties in support of financial management, including daily sorting of paperwork, filing, photocopying documents as necessary, and scanning documents for storage.
- Assist the Senior Grants Manager in reviewing project activity proposals, by locating or requesting necessary supporting documentation from relevant project staff.
- Provide support to the Senior Grants Manager with regards to regular monitoring and tracking of project budgets and compiling financial reports.
- Assist in processing vouchers for payment by assuring necessary documentation is included.
- Manage financial disbursement and payments.

5. Grant grantees (partners) due diligence and capacity strengthening

- ❑ Supporting grant grantees (partners) due diligence, followed with capacity mapping and identifications
- ❑ Facilitate training on fiduciary systems, procurement procedures, and donor compliance.
- ❑ Provide financial inputs to re-accreditation documentation and institutional manuals.
- ❑ Support the development and implementation of strengthening financial management capacities for grantees.
- ❑ Facilitate capacity strengthening and expert knowledge learning exchange and sharing on financial administration and control.
- ❑ Deliver short training sessions on financial compliance.

IV. Impact of Results

The key results contribute to institutional strength, donor confidence, and climate finance access and delivery:

- ❑ Improved financial transparency and accountability, enabling Kemitraan to successfully meet AF/GCF fiduciary benchmarks and reduce audit risks across its climate mitigation and adaptation portfolio.
- ❑ Operational effectiveness and efficiency in grant disbursement and execution cost tracking, ensuring timely fund flows and accurate reporting that support program delivery and donor trust.
- ❑ Strengthened internal control and audit readiness, positioning Kemitraan as a reliable steward of climate finance and reinforcing its eligibility for continued direct access accreditation.
- ❑ Institutionalization of digital financial systems, including SAP-based tools and modular budgeting frameworks, which enhance data integrity, interoperability, and decision-making.
- ❑ Clear financial roles and cost recovery mechanisms formalized through internal MoUs, improving coordination between Implementing and Executing Entities (grantees, partners) and reducing transaction delays.
- ❑ Inclusive financial practices embedded in fiduciary systems, promoting equitable access and compliance with AF/GCF gender and safeguard policies.
- ❑ Enhanced institutional credibility and strategic positioning, contributing to both Kemitraan's and grantees (partners) long-term capacity to mobilize and manage climate finance aligned with national priorities.

V. Competencies

Corporate Competencies:

- ❑ Demonstrates integrity by modeling professional values and ethical standards
- ❑ Promotes the vision, mission, and strategic goals of KEMITRAAN

- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Fiduciary and Financial Integrity

- ❑ Mastery of donor fiduciary standards, including execution cost tracking, cost recovery, and fund flow documentation.
- ❑ Proven ability to maintain audit-ready financial records and uphold internal control protocols.
- ❑ Commitment to transparency, accountability, and ethical financial stewardship.

Grant Lifecycle and Disbursement Management

- ❑ Skilled in managing disbursement schedules, budget reallocations, and execution cost justifications.
- ❑ Experience in coordinating financial workflows across multiple grants and readiness packages.
- ❑ Ability to maintain financial dashboards, reporting calendars, and documentation repositories.

Systems and Tools Proficiency

- ❑ Proficient in SAP or equivalent ERP systems for grant tracking and financial reporting.
- ❑ Skilled in modular budgeting, financial templates, and donor-compliant reporting formats.
- ❑ Familiarity with AF/GCF portals and interoperability with internal systems.

Audit and Risk Management

- ❑ Experience supporting internal and external audits, including risk register maintenance and audit trail documentation.
- ❑ Ability to anticipate financial risks and implement mitigation strategies.
- ❑ Strong documentation and compliance capabilities aligned with AF/GCF audit cycles.

Procurement and Partner Coordination

- ❑ Understanding of donor procurement guidelines and ability to coordinate with procurement units.
- ❑ Experience formalizing internal MoUs and EC allocation matrices with Executing Entities.
- ❑ Capacity to monitor partner compliance with fiduciary and operational standards.

Leadership and Capacity Strengthening

- ❑ Proven ability to work with finance and grant operations staff with clear task delegation and performance accountability.
- ❑ Skilled in facilitating training on fiduciary systems, procurement procedures, and donor compliance.
- ❑ Commitment to fostering a collaborative and learning-oriented work culture.

Gender Equality and Social Inclusion (GESI)

- ❑ Ability to integrate inclusive practices into fiduciary and procurement systems.
- ❑ Familiarity with AF/GCF gender policies and Environmental and Social Safeguards (ESS).
- ❑ Experience documenting and promoting equitable financial practices.

Communication and Influence

- ❑ Strong coordination and communication skills across finance, procurement, and program teams.
- ❑ Ability to advocate for operational improvements and institutional strengthening.
- ❑ Skilled in presenting financial data and compliance narratives to donors and internal stakeholders.

General competencies

Integrity and Accountability

- ❑ Upholds high standards of ethical conduct and financial transparency.
- ❑ Takes ownership of fiduciary decisions and outcomes.
- ❑ Ensures compliance with donor and institutional policies across all financial operations.

Analytical Thinking and Problem Solving

- ❑ Applies evidence-based analysis to resolve financial and operational challenges.
- ❑ Anticipates risks and develops mitigation strategies within dynamic grant environments.
- ❑ Balances competing priorities while maintaining compliance and efficiency.

Communication and Coordination

- ❑ Communicates clearly and persuasively across technical and non-technical audiences.
- ❑ Facilitates coordination between finance, procurement, and program teams.
- ❑ Prepares donor-facing financial narratives and audit-ready documentation.

Collaboration and Teamwork

- ❑ Builds inclusive, multidisciplinary teams and promotes cross-functional collaboration.
- ❑ Supports staff development and fosters a learning-oriented work culture.
- ❑ Engages constructively with partners, implementing entities, and national stakeholders.

Adaptability and Strategic Responsiveness

- ❑ Adapts to evolving donor requirements, institutional priorities, and regulatory changes.
- ❑ Aligns financial systems and reporting tools with AF/GCF modalities and national frameworks.
- ❑ Supports institutional positioning through operational inputs and strategic foresight.

Cultural and Political Sensitivity



- Demonstrates awareness of Indonesia’s governance landscape and institutional norms.
 - Navigates fiduciary and procurement systems with sensitivity to local contexts.
 - Promotes equity and inclusion in financial decision-making and partner coordination.
- Computer Skills
- SAP or ERP Systems: Proficient in SAP-based grant tracking, disbursement workflows, and execution cost modules; capable of configuring dashboards and generating donor-compliant reports.
 - Microsoft Excel: Advanced skills in pivot tables, modular budgeting, cost recovery matrices, and financial modeling for grant oversight.
 - Financial Reporting Tools: Familiar with donor reporting templates and tools used by AF/GCF, including budget justification formats and audit trail documentation.
 - Document Management Systems: Skilled in using SharePoint, Google Workspace, and cloud-based platforms for version control, repository management, and collaborative workflows.
 - AF/GCF Portals: Experienced in navigating and uploading financial data to AF/GCF online portals, including PPR/APR sections and audit documentation.
 - Presentation and Communication Tools: Proficient in Microsoft Word, PowerPoint, and Outlook for preparing financial narratives, donor correspondence, and internal coordination.

V. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> <input type="checkbox"/> Minimum Bachelor’s degree in finance, Accounting, Public Financial Management, Public Administration, Economics, or a closely-related discipline with demonstrated relevance to fiduciary oversight and donor-funded program implementation. <input type="checkbox"/> Professional certifications: CPA, CMA, or equivalent financial accreditation, specialized training in donor compliance, audit, or procurement (e.g., AF/GCF fiduciary modules, IPSAS, IFRS, ISAK, PSAK) will be considered an advantage
Experience:	<ul style="list-style-type: none"> <input type="checkbox"/> Minimum 5 years of experience working for international organization(s) of progressively responsible and relevant experiences around grant management, partnership management, finance, fiduciary management, administrative and procurement, or donor-funded program operations, preferably within climate finance, public financial management, or development sectors



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	<ul style="list-style-type: none"> ❑ Demonstrated expertise in managing disbursement workflows, execution cost tracking, and modular budgeting across multi-stakeholder grant portfolios. ❑ Proven experience in donor compliance and audit preparation, including risk register maintenance, audit trail documentation, and coordination with internal and external auditors. ❑ Hands-on experience with SAP or equivalent ERP systems, including configuration of financial dashboards, reporting modules, and interoperability with donor portals. ❑ Track record of coordinating with procurement and finance units, formalizing internal MoUs, and ensuring cost recovery mechanisms are documented and endorsed. ❑ Experience supporting organisation and/or grantees (partners) institutional strengthening and re-accreditation efforts, through development of SOPs, financial tools, and donor-facing documentation. ❑ Familiarity with large grantmaking organization’s fiduciary standards, procurement guidelines, and financial reporting protocols, with ability to translate them into operational systems and practices is an advantage.
Language Requirements:	Fluency in written and spoken English and Bahasa Indonesia.
VI. Signatures- Job Description Certification	
Incumbent <i>(if applicable)</i>	
Name: Didiek Eko Yuana	Signature: _____ Date: 27 February 2026
Supervisor	
Name: Hasbi Berliani	Signature _____ Date _____
Chief Division/Section	
Name _____	Signature _____ Date _____