



Partnership for Governance Reform

Terms of Reference (ToR)

I. Post Information

Post Title: **Senior Finance & Grant Officer**

Supervisor: Finance Manager

Type of Assignment: Fixed-term

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

Base: Jakarta

II. Organizational Context

KEMITRAAN's Finance Unit safeguards financial sustainability and integrity by leading policy, systems, and controls across planning and budgeting, accounting, reporting, audit, and cash management. The unit partners with leadership, directorates, and projects to ensure accurate, timely, and transparent financial information for decision-making and governance.

With multiple projects and grants in implementation, Finance requires strong officer-level capacity to keep pace with day-to-day transaction processing, advances and settlement control, grant verification, and audit support. Strengthening these operational foundations reduces risk exposure and accelerates delivery for programs and partners.

The Finance Officer role directly supports efficient, compliant financial operations—particularly advances, grantee verification, payment readiness, documentation quality, and audit coordination. The position also contributes to staff and partner capacity building and the continuous improvement of SOPs and tools.

Under the guidance of the supervisor, the Finance Officer executes technical finance work using approved tools and SOPs, validates inputs from PMUs and partners, prepares first-draft analyses and reports, flags risks early with proposed corrective actions, and maintains complete working papers and archives for audit readiness.

III. Key Functions and Tasks

1. Financial operational strategies and controls

- Policy compliance and SOP application. Apply KEMITRAAN financial rules, SOPs, and control checks in daily processing to ensure transparent utilization of resources. Monitor exception items and follow up on outstanding issues for timely resolution.
- Policy and SOP updates. Initiate the updates financial rules/SOPs/unit costs to meet the KEMITRAAN and programmatic requirements that ensure efficient and accountable practices.
- Audit readiness. Manage transactions and documentation to ensure audit readiness by ensuring complete payment/settlement packets (forms, approvals, supporting documents) that meet eligibility and financial documentation standards. Maintain clean audit trails and filing for easy retrieval.
- Monthly and annual financial reports. With the team and Manager, perform monthly closure procedures e.g., cost allocations (rent/workspace, staff costs), accruals, and revenue recognitions (restricted/unrestricted), matching the revenue, AR/AP, and maintaining updated balance sheet accounts. In rolling, produce accurate monthly financial reporting package as per ISAK 35 and provide the budget versus annual reports for the projects and organization levels.

2. Advances and settlements management

- Advance monitoring and follow-up. Track activity and travel advances, verify settlement documents for completeness and compliance, and post necessary corrections or adjustments. Publish weekly outstanding-advance status and coordinate with PMUs for timely clearance.
- Voucher preparation and adjustments. Prepare bank receipts/payment vouchers and journal adjustments related to settlements under the assigned portfolio. Resolve deviations and incomplete supporting documents in coordination with requestors and the supervisor.
- Government mandatory payments and reporting. In rolling basis, prepare timely tax payments and social security (e.g., BPJS) and ensure timely monthly and annual reports submission.
- Ensure PMU/field offices compliance. Work with the PMU/Project Finance Team to ensure adherence to the financial accountability requirements.
- Initiate/innovate efficient improvement processes between Field Office and Finance Office e.g., by setting the necessary system to capture the transactions from the field offices efficiently

3. Grantees financial verification and disbursement support

- Conduct the financial due diligence for grantees following the e-system (FITRA) and due diligence SOP/guidelines
- With the Manager and the Strategic Policy Monitoring Unit periodically update the grant financial management to align with the funding requirements, KEMITRAAN and Grantee (Mitra) shared accountabilities.

- Grantee report verification. Check grantee financial reports and support documents for accuracy, eligibility, and compliance with grant agreements prior to payment processing. Coordinate with grantees and project staff to clarify issues and ensure corrections before disbursement.
- Disbursement scheduling and issue logs. Maintain grantee payment schedules, monitor disbursement timelines, and keep an issue log with status and target resolution dates. With Project Finance, prepare and ensure accurate consolidated financial progress summaries highlighting potential risks for discussion with Program/Project Managers.

4. Grant Funding/Proposal development and management

- Together with the project development team, under the guidance of the manager, develop the budget proposal for new opportunities following the donor/funder requirements
- Ensure compliance of financial transaction and reporting as per donor/funding agreement requirements
- Produce donor financial reports in coordination with the Project Finance personnel
- Track the donor financial reports and obligations to ensure timeliness of financial deliverables. Together with Project Finance ensures timely submission of donor invoices and follow-up payment with the Project Team Leader.
- Monitor project financial status on monthly basis, including donor invoicing and receipts for management decisions.

5. Audit facilitation and follow-up

- Audit planning support. Contribute to annual audit plans for grantees/projects, including ISO 9001 audits; assist in preparing audit ToR and coordinating the selection and scheduling of audit firms as directed. Timely respond, compile and provide requested documents to auditors and arrange communications between the auditor and grantees/PMUs.
- Findings tracking and remediation. Document audit findings, prepare correspondence and meeting notes, and track management actions to closure within agreed timelines. Escalate persistent issues to the Finance Manager with proposed remedial steps.

6. Knowledge building and continuous improvement

- Capacity building delivery. Support planning and delivery of finance training for PMUs and grantees on recording, documentation, reporting, and compliance. Capture lessons learned and contribute to updates of checklists, templates, and SOPs.
- Data quality and systems support. Maintain accurate trackers (advances, grants verification, issues, disbursements) and assist with improvements to tools and workflows. Provide feedback on recurring root causes to inform preventive controls.

IV. Deliverables

- Weekly outstanding advances dashboard: portfolio-level list with age analysis, follow-up actions, and owners circulated every Friday.

- Grantee verification packets: verification checklists, annotated supporting documents, and payment readiness memos for each disbursement, completed within agreed SLAs.
- Monthly financial reports including grants financial information to projects: consolidated summary of grantee fund utilization, flagged issues, and recommendations shared with Program/Project Managers by the 5th.
- Timely project financial deliverables to donors
- Audit facilitation file and tracker: complete request/response log, document index, and action plan tracker for each audit engagement, updated weekly during the audit window.
- Finance training materials and attendance records: updated slide decks/job aids and signed attendance for each session delivered to PMUs/grantees within the six months.

V. Key Performance Indicators (KPIs)-proposed

1. Advance settlement timeliness

- ≥90% of advances settled within 10 working days of activity end by Month 3; ≥95% by Month 6.
- Weekly dashboard published on time (100%) with actions and owners; overdue items reduced by 60% by Month 6.

2. Grantee verification turnaround

- ≥95% of grantee payment packets verified within 5 working days of complete submission; error rate <1%.
- All issues logged with target dates; ≥90% closed within agreed SLA by Month 4 and ≥95% by Month 6.

3. Documentation quality and audit readiness

- 100% payment/settlement packets have complete supporting documents and checklists; zero repeat findings on sampled reviews by Month 5.
- Audit request response time ≤3 working days for ≥95% of items during audit periods.

4. Reporting punctuality

- Monthly finance reports and grants monitoring note submitted by the 5th for 100% of months.
- Tracker hygiene: 100% of compliance for financial deliverables to donors.

5. Capacity building delivery

- At least 2 training sessions for PMUs/grantees delivered within six months: post-training quiz average score ≥80%.
- At least 3 SOP/checklist improvements proposed with evidence from issue logs by Month 6.

VI. Competency

1. Core competencies

- Commitment to KEMITRAAN values and ethical standards; integrity and confidentiality.
- Client orientation and teamwork; constructive communication and responsiveness to feedback.
- Results orientation; attention to detail under deadlines; adaptability to change.
- Cultural and gender sensitivity; inclusive collaboration with partners and grantees.

2. Technical competencies

- Financial operations: AR/AP, advances and settlements, voucher preparation, and documentation control.
- Grant financial verification: eligibility checks, compliance with agreements, issue logging, and pre-disbursement readiness.
- Donors' requirements – at least 3 large donors
- Audit facilitation: evidence compilation, correspondence, and follow-up tracking to closure.
- Systems and tools: strong Excel and familiarity with ERP/accounting systems, trackers, and documentation repositories.
- Analytical writing: clear notes, checklists, and summaries for non-finance audiences.

VII. Qualifications

1. Experience

- Minimum 5 years of progressively responsible experience in finance/accounting (including advances/settlements, AR/AP, and grant verification), preferably in NGOs or international projects.
- Experience in developing budgets proposals for ranging from USD 1,000,000 – 10,000,000.
- Familiar with at least 3 donor funding requirements such as DFID, GIZ, WB, Global Funds.
- Experience supporting audits and applying financial SOPs and internal controls; strong MS Excel and document management skills.

2. Education

- Bachelor's degree (S1) in economics and business with major in accounting/financial management
- Certification is preferred, e.g., registered accountant

3. Languages

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