



Partnership for Governance Reform in Indonesia

I. Position Information

Job Title : Admin & Finance Assistant

Duration of Contract : 6 months with possible extension

Direct Supervisor : Project Finance & Grant Officer

Superior Supervisor : Program Manager – Democracy, Justice and Public Service

II. Project Context

KEMITRAAN (Partnership for Governance Reform) has been selected as a Core Group Partner (CGP) under the Indonesia Democratic Participation Program (Partisipasi), funded by Australia's Department of Foreign Affairs and Trade (DFAT). This strategic program is scheduled to run for four years, from July 2026 to May 2030. In its role as a CGP, KEMITRAAN will work closely with The Asia Foundation (TAF) as the convenor, while synergizing with key NGOs to strengthen the consolidation of the democratic movement in Indonesia.

Through the project titled "PARTISIPASI: Strengthening Civic Space and Citizen Engagement in Indonesia," KEMITRAAN adopts a blended model that integrates direct implementation with sub-granting mechanisms to local CSOs and community-based organizations. This approach aims to build a resilient, independent, and sustainable civil society ecosystem.

Specifically, KEMITRAAN focuses its interventions on the following strategic areas:

- ❑ Civic Participation & Civic Education: Expanding public space for citizens to actively engage in policy-making processes and public oversight, as well as increasing public awareness of political and civil rights through sustainable civic education.
- ❑ Countering Mis/Disinformation: Building public resilience through digital literacy, strengthening fact-checking mechanisms, and countering disinformation narratives that threaten democratic integrity and social stability.
- ❑ Coalition Building and Civic Protection: Fostering cross-sector collaboration and enhancing physical and digital security resilience for human rights defenders, activists, and journalists.
- ❑ GEDSI Mainstreaming: Integrating Gender Equality, Disability, and Social Inclusion (GEDSI) principles across the entire project lifecycle to ensure women, persons with disabilities, and marginalized groups have equal access and influence in decision-making.

Key Project Goals:

- ❑ A safer, more open civic space protected from intimidation and cyber-attacks.
- ❑ Increased meaningful participation of citizens, particularly vulnerable and marginalized groups, in policy formulation at local and national levels.
- ❑ A healthier and more resilient public information ecosystem to counter

mis/disinformation.

- ❑ Inclusive, accountable, and evidence-based governance policies.

Project activities are geographically focused on strategic target regions, including Jakarta, Yogyakarta, Makassar, and Aceh.

To ensure efficient operational governance, financial transparency and accountability, effective sub-grant management, and seamless stakeholder coordination, KEMITRAAN is establishing a Project Management Unit (PMU). The PMU seeks highly dedicated professionals to fill key positions to drive the achievement of these program objectives.

Project execution requires structured, accurate, and accountable administrative support, operational logistics, and daily financial transaction management to ensure the smooth operation of both field and office activities. To ensure compliance with Kemitraan's internal procedures and donor regulations, Kemitraan is recruiting an Admin & Finance Assistant.

Under the direct supervision of the Project Finance & Grant Officer, this position is responsible for providing day-to-day technical-operational support related to procurement, official travel, cash/transaction recording, verification of payment supporting documents, filing, and assisting in monthly financial reporting.

III. Functions/ Key Results Expected

Summary of Key Functions:

- ❑ Administrative & Project Operational Support.
- ❑ Document Management, Correspondence, & Filing System Maintenance.
- ❑ Travel Arrangements & Event/Workshop Organization.
- ❑ Operational Goods/Services Procurement & Logistical Support.
- ❑ Budget Preparation Support & Cash-Flow Management.
- ❑ Verification of Financial Transactions, Cash Recording, & Payment Processing.
- ❑ Financial Monitoring, Archiving, Tax Administration, & Reporting Support.
- ❑ Knowledge Building, Capacity Strengthening, & Continuous Improvement.

A. Administrative & Project Operational Support

- ❑ Ensure full compliance with Kemitraan's rules, regulations, policies, and internal control frameworks across all administrative, operational, and financial support activities.
- ❑ Schedule meetings, maintain the project activity calendar, and respond to routine administrative and operational inquiries.
- ❑ Log and maintain daily attendance logs and track staff leave/absence at the duty station.
- ❑ Monitor and track the status of administrative and financial documentation to prevent processing delays and ensure timely completion.
- ❑ Provide regular progress reports on assigned tasks and operational activities to the direct supervisor and project team.
- ❑ Perform other project-related administrative and operational tasks as assigned by the direct supervisor.

B. Document Management, Correspondence, & Filing System

- ❑ Manage, log (in the logbook), and archive incoming/outgoing correspondence, Event

Activity Reports (LHK), consultant/technical expert reports, and other project materials.

- ❑ Establish and maintain an organized, structured, and integrated physical (hardcopy) and digital (softcopy) filing system to ensure audit-readiness for internal and external reviews.
- ❑ Assist in drafting routine correspondence, minutes of meetings, and compiling supporting data for project reporting.

C. Travel Arrangements & Event Organization

- ❑ Facilitate travel logistics for staff and consultants (flight bookings, accommodation, local transport, and travel advance requests).
- ❑ Organize meetings, workshops, trainings, and field activity logistics in close coordination with the project team.
- ❑ Assist in preparing initial budget breakdowns for workshops, training sessions, and field meetings in accordance with project ceiling guidelines.
- ❑ Assist in gathering, checking completeness, and processing staff/participant Travel Expense Reports (TERs) and reimbursement receipts.

D. Procurement of Goods/Services & Logistical Support

- ❑ Identify and monitor the supply of office stationery (office supplies) and project operational equipment.
- ❑ Participate in procurement planning processes and support operational-level procurement of goods and services.
- ❑ Participate in procurement activities, including opening bid/quotation submissions and supporting bid evaluations in full compliance with Kemitraan rules and regulations.
- ❑ Prepare procurement supporting documentation (such as Goods/Services Receipt Certificates) prior to submission to the Finance & Grant Officer or HO Procurement/GS Unit.

E. Budget Preparation Support & Cash-Flow Management

- ❑ Assist the Project Officer and Project Finance & Grant Officer in preparing activity budgets and cash-flow projections for monthly, quarterly, and annual work plans.
- ❑ Ensure all approved budgets are properly recorded and entered into the financial system, and update budget revisions regularly as instructed.
- ❑ Interact and consult with the Finance Unit at Head Office regarding fund transfers, cash requests, and budget revision entries.

F. Verification of Financial Transactions & Payment Processing

- ❑ Examine and verify the completeness, validity, and accuracy of invoices, receipts, tax invoices, attendance sheets, purchase orders, and activity reports submitted by vendors, consultants, or grantees prior to submission to the Finance & Grant Officer.
- ❑ Prepare Payment Requests / Payment Vouchers in a timely manner.
- ❑ Record received funds and maintain updated records of committed funds for, from, and to the project.
- ❑ Assist in managing field petty cash (if applicable), including recording daily ledger entries.

G. Financial Monitoring, Archiving, & Reporting Support

- ❑ Perform real-time daily transaction recording in accordance with standard Kemitraan formats and assist in audit follow-ups as required.
- ❑ Assist the Finance & Grant Officer and Project Officer in consolidating data and

financial records from various sources to support monthly, periodic, and consolidated financial reporting.

- ❑ Interact with the Head Office Finance Unit to verify financial reports, clarify discrepancies, and assist in preparing periodic financial reports required by HO.
- ❑ Maintain proper, systematic, and audit-ready physical and digital filing for all project financial documents, vouchers, and supporting receipts.
- ❑ Handle tax compliance documentation (e-Faktur / tax withholding slips) in coordination with HO Finance / Officer.

H. Knowledge Building & Knowledge Sharing

- ❑ Actively participate in internal/external training programs on project administration, financial compliance, and procurement procedures.
- ❑ Synthesize and document lessons learned and best practices in administrative and operational management.
- ❑ Make sound contributions to knowledge sharing on administrative processes, documentation standards, and compliance guidelines with other project team members.

I. Others

Collaborate with other directorates and units within the organization to maximize expected outcomes and deliverables in executing key functions.

IV. Impact of Results

The key results delivered by the Admin & Finance Assistant directly impact:

- ❑ The accuracy and orderliness of real-time administrative and financial transaction records.
- ❑ The efficiency and timeliness of the payment processing cycle for third parties (vendors, consultants, partners).
- ❑ The completeness and audit-readiness of the document filing system.
- ❑ The smooth provision of daily operational and logistical support for all field and office project staff.

V. Competencies

Corporate Competencies

- ❑ Demonstrates integrity by modelling the KEMITRAAN values and ethical standards.
- ❑ Flexibility and ability to operate in different cultural settings and with a variety of stakeholders, culturally and gender sensitive.
- ❑ Ability to perform daily administrative tasks in a structured, systematic, tidy, and efficient manner under tight deadlines.

People Skills

- ❑ Sets clear performance goals and standards; execute responsibilities accordingly.
- ❑ Participate effectively in team based, information-sharing environment, collaborating and cooperating with others.
- ❑ Capacity to initiate and maintain cooperative working relationships with project team

members, local partners, and vendors based on mutual respect and trust.

Partnering & Networking

- ❑ Seeks and applies knowledge, information, and best practices from within and outside KEMITRAAN to enhance daily support tasks.

Result Orientation

- ❑ Plans and executes day-to-day administrative and financial responsibilities systematically to achieve quality results and meet established deadlines under minimal supervision.

Innovation and judgement

- ❑ Identifies routine operational issues and contributes practical, creative solutions to support project activities.
- ❑ Strives for high-quality, responsive service delivery for both internal team members and external project stakeholders.

Communication

- ❑ Demonstrate effective written and oral communication skills both in Bahasa Indonesia and in English.
- ❑ Demonstrates good coordination and routine negotiation skills with vendors and service providers.

Job Knowledge & Expertise

- ❑ Uses Information Technology effectively as a tool and resource (competence and experience in computerized systems, including financial software applications, MS Excel, and data warehouse/database maintenance).
- ❑ Is motivated & demonstrates a capacity to pursue personal development & learn.
- ❑ Strong interpersonal skills, attention to detail, discretion, and high integrity.
- ❑ Ability to work independently as well as in a team under minimum supervision and tight deadlines.

VI. Recruitment Qualifications

Education:	Minimum Diploma (D3) or Bachelor's Degree (S1) in Accounting, Management, Office Administration, Economics, or other relevant fields.
Experience:	❑ Minimum of 2–3 years of professional working experience in project administration and finance (experience within National/International NGOs or development cooperation projects is preferred). ❑ Practical experience in verifying payment receipts, document filing, petty cash management, and activity logistics support. ❑ Sound understanding of basic accounting principles, office financial procedures, and basic tax regulations (Income Tax/VAT). ❑ Competence in the use of financial software, MS Excel, data warehouse maintenance, and dual hard/soft copy archiving systems.

Language Requirements:	Fluency in written and spoken English and Bahasa Indonesia.
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