Partnership for Governance Reform in Indonesia

I. Position Information	
Job Title	**: Project Finance & Grant Officer**
Duration of Contract	: 6 months with possible extension
Direct 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.

The Project Finance and Grant Officer will directly report to the Program Manager and will work under the guidance of the Program Manager. The Finance and Grant Officer is in charge of ensuring effective financial monitoring and audit, verification of financial reports for payment, the overall administration of procurements, due diligence, and sub-awards management. They will also ensure proper cash management and tax administration.

The Project Finance and Grant Officer is responsible for the effective delivery of financial services, transparent utilization of financial resources, and management of financial transactions. They analyze and interpret financial rules and regulations and provides solutions to a wide spectrum of complex financial issues. The Project Finance and Grant Officer promotes a collaborative, client-oriented approach consistent with the Kemitraan's policies and procedures, working closely with all the units, project staff, and local partners.

III. Functions/ Key Results Expected

Summary of Key Functions:

- Implementation of internal control framework and risk management strategy.
- Implementation of administration and financial management strategies, reporting, and support.
- Implementation of effective financial monitoring.
- Update and maintain database of financial transactions, grant management, and status report (hard copy and soft copy archiving).
- Facilitation of financial audit process and follow-up on the audit findings.
- Facilitation of knowledge building, capacity strengthening, and knowledge sharing for partners/grantees.
- Support programme technical procurement and administration of project activities.

A. Implementation of internal control framework and risk management strategy focusing on achievement of the following results:
   - Development and implementation of internal control framework and risk management strategy of overall project implementation.
   - Implementation of the effective internal control framework for financial transactions and grants management.
   - Identification and prevention of any potential non-compliance of program, procurement, payroll, and financial transaction.
   - Investigation and recommendation on fraud cases, operational inefficiency, and any potential problem dealing with financial transactions.
   - Analysis on project implementation and recommendation on quality improvement through utilization of internal control and quality assurance tools.

B. Ensures effective supports to the implementation of financial management and financial report focusing on achievement of the following results:
   - Follow up on financial transaction issues and ensuring financial transactions are in full compliance with the KEMITRAAN rules, SOPs, Safeguards, and donor policies.
   - Financial analysis and assessment of the project activities, and project proposals from potential Grantees, including revenues, spending, and cash flow forecasts.
   - Assist in the grantee financial proposal review, grantee pre-award assessment/due diligence process, locate or request necessary supporting documentation from potential grantees, and follow up on the process of contract or amendment of grantee, grants implementation, grants monitoring, grants audit, and grants closing.
   - Participate in the joint development, review, and alignment of project work plans, activity budgets, performance reports, cash-flow management, and return on investment analysis in close coordination with the project team.
   - Assist with the preparation of medium-term and long-term financial plans.
   - Verification of financial reports and its supporting documents (including grantee vouchers and invoices) and follow up with relevant project staff/sub-grantee on any issues pertaining to the report / request for payment prior to the payment processes / fund disbursement by Finance Unit.
   - Preparation of consolidated periodic financial reports (monthly, quarterly, and annual) to KEMITRAAN management and the Donor (DFAT/TAF).

C. Ensures effective financial monitoring focusing on achievement of the following results:
   - Payment schedule and monitoring disbursement in coordination with project staff in order to comply with timeline set out in grant agreement.
   - Close monitoring and control over cash and advances for travel and field activities.
   - Financial monitoring and evaluation of the partners and third parties over project activities by analysis of financial reports, on-site/remote monitoring, and audits.
   - Provision of recommendations and issuance of letters for signature by authorized officer in relation to the grantees' financial issues.
   - Assist in the preparation and coordination of meetings or workshops with grant recipients, community organizers, or service providers associated with grants management activities.
   - Risk assessment of potential problematic grants, coordinate with relevant parties in resolving problematic grants, and give recommendation to the direct supervisor on alternative solutions.

D. Update and maintain database of financial transaction, grant management, and status report focusing on achievement of the following results:
   - Maintain financial transactions and financial reporting database (including sub-grants) related to new strategic grants, on-going grants progress status, deliveries, installments, audit schedule, and status.
   - Update and audit grant documentation and files, including both hard copy and soft copy files (cloud storage).
   - Administrative duties in support of grant management, including daily sorting of paperwork, filing, photocopying documents as necessary, scanning documents for storage, and general circulation of documents.
   - Maintain financial capability records for each grantee to meet KEMITRAAN requirements as stated in the KEMITRAAN's SOP and Safeguards.
   - Update data disposal of assets of each grantee including closing letter.

E. Ensures facilitation of project audit and follow up on the audit findings focusing on achievement of the following results:

- Planning of audit schedule during a year based on the contract.
- Proper and timely project audit activity for self-implementing and all grantees' activities, and liaison function among auditor, grantees, and donor.
- Preparation of all necessary documents and financial statements for project audit.
- Recording the chronologies of the audit process of each grantee from receiving data from grantee, submitting to the audit, drafting audit report, until finalization of the grantee audit report.
- Problem-solving complex grant scenarios in consultation/liaison with Finance, management, and/or legal counsel to clear audit findings.

F. Ensures facilitation of knowledge building, capacity strengthening, and knowledge sharing focusing on achievement of the following results:
- Assess and advise on the financial capacity of partner organizations and accountability systems.
- Identify the need for capacity building, plan, organize, and train grantees and project staff on project financial recording, accounting standards, and financial reporting.
- Assist in capacity building for grantees, including induction training, financial administration coaching, and on-the-spot financial technical assistance.
- Assist partners in proper financial recording and reporting, and responsible for compiling their reports.
- Contribute to the development and implementation of building financial management capacities for partner organizations/institutions, especially at the local and grass-root level.
- Synthesis of lessons learnt and best practices in grantee management and sound contributions to knowledge sharing on financial issues.

G. Ensures effective support to programme technical procurement and logistical operations focusing on achievement of the following results:
- Support programme technical procurement in the preparation, review, and verification of all procurement-related documents and activities within the programme, projects, and sub-grantees.
- Ensure all procurement processes and logistical services comply with KEMITRAAN and donor procurement rules and procedures.

H. Others
- Contribute in program development, formulation of budget for concept notes and proposals
- 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 have an impact on the overall execution of the KEMITRAAN financial services and strategic programme implementation, including successful and substantively accountable program execution. Good communication and facilitation to key stakeholders led to KEMITRAAN being perceived as a trusted working partner.

Specific expected impacts include:

- Accurate administration, presentation, and financial transaction database.

- Accurate and timely information on financial status, deliveries, and assets.
- Accurate analysis, management, and presentation of financial status and reports.
- Accurate analysis and timely identification of potential problematic projects and applicable recommendations for preventive measures.
- Make sure there is no quantitative finding in the project audit report (including all grantee financial statements).

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.
- High level planning, organisational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines.
- High level of computer literacy is essential (in particular Microsoft Excel and financial software).
- Analytical and problem-solving skills of high order, including the ability to formulate recommendations and advice senior management on tackling difficult situations.
- Leadership qualities, including the ability to make sound judgement, meet challenges constructively and creatively.
- Excellent interpersonal skills, including ability to establish strong cooperative relationships with team, donor and local partners.
- Ability to quickly adapt to change, and to remain calm under pressure.
- Fluency in written and spoken English.
- Participate effectively in team based, information-sharing environment, collaborating and cooperating with others.

People Skills

- Sets clear performance goals and standards; execute responsibilities accordingly.
- Capacity and ability to initiate (when required) and maintain relationship with necessary stakeholders.

Partnering & Networking

- Seeks and applies knowledge, information, and best practices from within and outside KEMITRAAN.

Result Orientation

- Plan and produce quality result to meet established goals.

Innovation and judgement

- Conceptualizes and analyzes problems to identify key issues, underlying problems, and how they relate.
- Contributes creative, practical ideas and approaches to deal with challenging situations.
- Strives for quality client-centered services (internal/external).
- Devises new systems and processes, and modifies existing ones, to support innovative behaviors.

Communication

- Demonstrate effective written and oral communication skills both in Bahasa Indonesia and in English.
- Demonstrate good negotiation skills.

Job Knowledge & Expertise

- Executes day-to-day tasks systematically & efficiently.
- 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 and willingness to work with people of different backgrounds and contribute constructively to a working environment based on mutual respect and trust.
- Ability to work independently as well as in a team under minimum supervision and tight deadlines.

VI. Recruitment Qualifications	
Education:	Minimum Bachelor level qualification (S1) in Accounting, Finance, Administration, Economics, or other related degrees with general understanding of accounting and project software. (Diploma III with substantial relevant experience may be considered).
Experience:	❑ Minimum 5 to 7 years of professional experience in finance, accounting, and financial administration, preferably in an international CSO/NGO, UN agencies, or donor-funded development projects. ❑ Minimum 3 years of substantial experience in sub-grant management, financial monitoring of projects, and partner capacity building. ❑ Demonstrated experience in handling project audits and establishing internal financial control mechanisms. ❑ 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.