

I. Position Information

Job code title: **Finance Grant Officer**
 Supervisor: Finance Manager/Head of Finance & Grants

II. Organizational Context

KEMITRAAN's Finance Unit safeguards the organization's financial integrity through effective financial planning, accounting, reporting, internal controls, audit, and cash management, ensuring accurate and timely financial information for management and project decision-making.

The Finance & Grant Officer supports the effective and compliant financial management of multiple projects and grants. Key responsibilities include transaction processing, advances and settlements, grant financial verification, donor reporting, audit support, and maintaining complete and accurate financial documentation.

Under the guidance of the supervisor, the Finance & Grant Officer works closely with PMU Finance and partners to ensure compliance with KEMITRAAN and donor requirements, identify and resolve financial issues, and maintain audit readiness.

III. Functions / Key Results Expected

Summary of Key Functions:

- ☐ Implementation of financial operational strategies
- ☐ Administration and control of KEMITRAAN funds and its accounts including donor funded activities
- ☐ Oversee funds cash-management and applicable taxes
- ☐ Facilitation of knowledge building and sharing on financial management.

1. Ensures **implementation of financial operational strategies** focusing on achievement of the following results:

- ☐ Full compliance of financial and donor funded transactions, financial recording/reporting system and audit as per the Donors and Partnership's policies and procedures through effective implementation of internal control.
- ☐ Monitoring and implementation of value for money.
- ☐ Identification of financial exception reports for unusual activities, transactions, and reports anomalies or unusual transactions.
- ☐ Update financial status of the Donors and Partnership; and provide recommendations to management on maximizing the utilization of financial resources.
- ☐ Provision of accurate data and reporting, system and procedures and other relevant documentations in relation to audit and or donor's evaluation mission either by an auditing firm assigned by the Partnership or a team established by the donors.

2. Ensures effective financial administration of KEMITRAAN funds including Donor funds and other sources of funds focusing on achievement of the following results: ❑ Financial resources administration through preparation of planning, recording, controlling and monitoring of the resources in accordance with the Donors and Partnership's policies and procedures. ❑ Verification on budget requisition and revision, processing of financial transactions according to the financial rules and regulations, and ensuring proper recording/book keeping, completeness of documents, correctness of calculation and on-time payment. ❑ Preparation and presentation of monthly, quarterly and six-monthly and yearly budget forecasts and spendings. ❑ Production of financial statements/reports through Sunsystem or other means on a timely manner for monthly, quarterly and yearly statements and other financial reports as required to ensure senior management updated with the most recent financial status reports for decision making purposes. ❑ Provision of financial data for preparing financial reports as requested by donors or other relevant parties
3. Ensures proper control of the Partnership accounts focusing on achievement of the following results: ❑ Monitoring fund balance status of each account, project and types of funds and identifying any error in expenditure for correction into appropriate account, project or funds. ❑ Corrective actions on any budget errors, mischarging and un-posted vouchers ❑ Control of the Accounts Receivables for all projects and follow up with relevant parties for settlement on before due.
4. Ensures proper funds management and taxes focusing on achievement of the following results: ❑ Verification of bank reconciliation including reconciliation to donors' fund balances, documented review of exceptions for further approval by approving officer. ❑ Scrutinize approval of bank transfers and deals, selecting bank transfers and deals for approval and settlement. ❑ Timely preparation of monthly cash-flow/budget forecast for senior management. ❑ Administration of tax and accountable for effective computation, collection and payment of tax.
5. Audit facilitation and follow-up • Audit planning support. Contribute to annual audit plans for grantees/projects; assist in preparing audit ToR and coordinating the selection and scheduling of audit firms as directed. 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. Ensures facilitation of knowledge building and knowledge sharing by focusing on achievement of the following results: ❑ Contribution in planning and organizing trainings for finance staff or other staff on financial issues, including provision of financial requirements for partners. ❑ Identify lessons learnt and best practices in Finance to improve financial governance.

IV. Impact of Results

The key results contribute to overall efficiency in financial resources management and success in introduction and implementation of operational strategies. Accurate, thoroughly researched and documented financial information, timely and appropriate delivery of services ensure client or donor's satisfaction and enhance the Partnership credibility in use of financial resources.

V. Competencies

Corporate Competencies:

- ☐ Demonstrates integrity by modeling professional values and ethical standards
- ☐ Promotes the vision, mission, and strategic goals of the Partnership
- ☐ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- ☐ Promotes knowledge management in the Partnership and a learning environment in finance management through leadership and personal example.

Development and Operational Effectiveness

- ☐ Ability to implement and contribute strategic planning, results-based management and reporting – institutional and donors' reports.
- ☐ Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, cost allocations and reporting
- ☐ Ability to implement new systems and affect staff behavioral/ attitudinal change

Management and Leadership

- ☐ Builds strong relationships with project teams, clients, focuses on impact and result for the client and responds positively to feedback
- ☐ Consistently approaches work with energy and a positive, constructive attitude
- ☐ Demonstrates good oral and written communication skills
- ☐ Demonstrates openness to change and ability to manage complexities

VI. Recruitment Qualifications

Education:	S-1 degree is preferable in Accounting, Finance, Economics or related field.
Experience:	Minimum 5 years of progressively responsible experience in finance and accounting, preferably within NGOs, development organizations, or donor-funded projects. Experience in developing and reviewing project budgets and budget proposals, with good knowledge of institutional donor financial and compliance requirements Proficiency in Microsoft Excel and Microsoft Office applications.
Language Requirements:	Fluency in written and spoken English and Bahasa Indonesia

VII. Signatures- Job Description Certification		
Incumbent <i>(if applicable)</i>		
Name	Signature	Date
Supervisor		
Name	Finance Manager	Signature
Chief Division/Section		Date
Name FOD	Signature	Date: August 8 th , 2026