

WE'RE HIRING!

Finance and Administration Officer

About Us

Perkumpulan Mandala Katalika Indonesia (Manka) is a Jakarta-based environmental community organization. Manka has vision of becoming catalyst to the various effort related to the sustainable development, while the meaning of the name "Mandala Katalika" for us is an institution that is expected to have a positive impact on constructive transformation in the context of humanity and the universe.

Responsibilities

- Monitoring financial transactions, accounting, and budgeting operations
- Providing a timely financial report to management and developing financial projection
- Ensuring compliance with statutory law, finance, and tax regulation
- Coordinating with internal and external parties for any financial-related information

Requirements

- Minimum Bachelor's Degree in Accounting and Finance
- Minimum of 2 years in a related position
- Experience working in a non-profit organization is prioritized
- Good Communication for Formal Business Presentation and Daily Conversation in English
- Showcases growth mindset, excellent communication, and critical thinking skills
- Possess comprehensive technical skills in the field of accounting, tax, finance, and budgeting
- Excellent knowledge in finance and accounting principles and functional areas as well as its regulation
- Willingness to travel other places in Indonesia
- Familiar with Finance, Accounting & Tax Department Activities of Non-Profit Organization

Deliverable/Outputs

- Support the Operational and grant Manager to develop annual budgeting
- Prepare expense report for ongoing project and department on monthly basis
- Support the Operational and grant Manager on verification for all payment transactions
- Support the Operational and grant Manager financial projection of organization

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- **Location : Jakarta, Indonesia (Full WFO)**
 - **Applications close on October 21, 2024**
 - **Please submit your application by sending us your latest CV to: info@manka.id and cc to endang@manka.id.**
 - **Please put in your email subject: Position – Your Full Name**