

Terms of Reference Finance Officer

Background

IRID (Indonesia Research Institute for Decarbonization) is an Indonesia-based think tank focusing on policy analysis and policy advocacy to support decarbonization and resilience society. As an open and neutral organization, IRID supports gender equity. IRID will employ and treat people based on their capabilities that suites to the need of the organization, not based on their gender, ethnicity, nor religion.

Established on 13 December 2020 in Jakarta, Indonesia, IRID was founded with a strong vision to continuously promote decarbonized and climate resilient development, not only in Indonesia, but also at the global level. IRID works in the areas of, but not limited to, climate policy and negotiation, carbon market, renewable energy policy and development, climate finance as well as environment and climate law. IRID also aims to not only raise awareness but also to build capacity of relevant stakeholders to make them able to actively contribute in the effort to achieve decarbonized and climate resilient societies.

To do so, IRID is currently looking for a Finance Officer, with the following tasks and requirements.

Scope of Work

Under the direct supervision of Finance Manager will undertake the following tasks:

Examining and confirming financial transactions

1. Making payment of transactions to both internal and external parties
2. Monitoring the status of invoices to ensure that payments have been made on time
3. Completing and reporting bookkeeping reconciliation for bank transfers
4. Conducting data entry into the SANGO financial system
5. Together with the Finance Manager to working and coordinating the audit process with the External Auditor
6. Supporting the Finance Manager in other financial duties

Selection criteria:

- Has a bachelor's degree in finance, management, or a related field with a minimum experience of 2 years in the finance field;

- Has a minimum 2 years working experience in non-profit organization;
- Has a basic knowledge of financial analysis and financial reporting;
- Has a basic knowledge in financial systems;
- Has a capacity and willing to work simultaneously on a variety of issues and tasks independently, adjusting to priorities and achieving results with agreed objectives and deadlines;
- Has the ability to work as a team player in a multicultural team, within and across teams;
- Has the ability to deliver complex and sometimes parallel tasks with very tight deadlines.

For interested applicants, please send us your CV and cover letter to irid@irid.or.id at the latest **10 May 2024**, with subject: Finance Officer – (Your Name).