

## INFORMATION PACK:

---

<b>Title:</b>	Finance Assistant		
<b>Eligibility Criteria:</b>	Open to Nationals Only	<b>Location:</b>	Surabaya
<b>Position Type:</b>	Long Term Position	<b>Term:</b>	Less than 3 months plus possible extension
<b>Reporting To:</b>	Finance Manager		

## 1. BACKGROUND OF THE PROJECT

The Australia-Indonesia Partnership for Promoting Rural Incomes through Support for Markets in Agriculture (PRISMA 2) is a five-year program (2019 – 2023) funded by the Australian Government's aid program and implemented in cooperation with the Government of Indonesia. The program will build upon the achievements and results of Phase 1 (2013-2018), using a market systems development (MSD) approach to support inclusive economic growth in Indonesia's agriculture sector.

PRISMA 2 will improve smallholder farmers' competitiveness and access to new markets, better inputs, know-how and technology. It will aim to achieve a sustainable 30% increase in the net incomes of 700,000 smallholder farming households in Indonesia by 2023 (a total of 1 million farming households). The program operates in six provinces: East Java, West Nusa Tenggara (NTB), East Nusa Tenggara (NTT), Papua, West Papua and Central Java.

## 2. PURPOSE OF THE POSITION

A finance assistant is responsible for the bank and petty cash custodian and the soft/hard files archiving. This post will be in close coordination with the finance officers. Knowing this, a finance assistant has exceptional attention to detail and trustworthy.

## 3. ROLES AND RESPONSIBILITIES

Duties and tasks:

1. Responsible as the petty cash custodian and the program's bank account.
2. Ensure the invoices are thoroughly checked before payment and paid systematically to meet the payment processing standard established in the program.
3. Preparing the payment transfer instructions in the web banking and distributing the payment approval forms evenly among the available bank approvers.
4. Replenish the petty cash account at least once a month or every time the balance reaches a low balance and produce the reconciled petty cash report.
5. Regularly scan and upload the softcopy of paid invoices onto the program's share point following the master file structure guidance.
6. Maintain a good filing system of the physical and financial records on time, including a good naming system, tagging, and index reference.
7. Other tasks as reasonably assigned by the line manager.
8. Uphold Palladium's policy of Zero Tolerance on bribery and corruption and ensure due diligence is followed.

## 4. KEY SELECTION CRITERIA

### Essential

- Minimum education holds a vocational degree in finance, accounting, banking, or tax.
- Minimum 1 year in finance roles, and fresh graduates with intern experience in finance are encouraged to apply.
- Being able to communicate effectively, both verbally and in writing, and communicating in English would be an advantage.
- Computer literacy, especially in Microsoft Excel
- Demonstrated ability to promote and initiate work processes and complete given assignments with minimum supervision.
- Trustworthiness, integrity, and attention to detail.
- Ability to work in a team and be customer-satisfaction-oriented.

## 5. FUNCTIONAL RELATIONSHIPS

This position:

- Reports to Finance Manager

## 6. HOW TO APPLY

Please refer to the link for detailed information on how to apply: [PRISMA – Finance Assistant](#) or drop your CV to [recruitment@aip-prisma.or.id](mailto:recruitment@aip-prisma.or.id)

This application close on **Friday, 29 September 2023**.

Women and people with disability are encouraged to apply.