

Terms of Reference

Temporary position – Admin / Finance Officer

Program Name:	Australia Nusa Tenggara Assistance for Regional Autonomy (ANTARA) Program
Title of Position:	Interim Admin Assistant (Temporary)
Reporting to:	Assistant Program Director and Program Administrator
Term for this position:	07 December 2009 – 05 March 2010
Home base:	ANTARA Office in Mataram

Since March 2009, ANTARA Program opened its office in Mataram, Nusa Tenggara Barat. This office is supported by one Assistant Program Director and one Publication / Administration Officer who is responsible for publications and admin/finance issues. The Publication / Admin Officer will take maternity leave for three months. An admin/finance officer will be needed for her absence.

Qualifications / Experience:

- At least 5 years experience in Admin/Finance related issues.
- Self-motivated, ability to work in a team, ability to work in a pressurised environment.
- Good interpersonal skills.
- Fluency in both English and Indonesian

Roles and responsibilities include:

1. Maintenance of petty cash and bank book.
2. Forecast monthly office expense/budget and prepare monthly fund request
3. Manage and acquit office advances by preparing monthly financial reports including bank and petty cash reconciliations
4. Procurement of equipment: quotation, purchasing and inventorying
5. Responsible to manage all administrative matters include supervising driver and maintenance of the vehicles and vehicles records
6. Ensure electricity bill, water bill and telephone/mobile telephone bill are paid on time
7. Support Assistant Program Director and Program Administrator in organisation of meetings, workshops, trainings, arrange mission, etc including making appointments, hotel and flight bookings.

Application with a recent CV to be addressed to: Email: info@antarannt.or.id at ANTARA Office, Jl. Polisi Militer No. 2, Kupang, Tel (0380) 8031529, Fax: (0380) 83 3199. Only short listed candidates will be contacted for interview. Closing date: 31 October 2009.