



Tifa Foundation is an organization that promotes the realization of an open society through strategic partnerships with civil society at the local, national, and international level through a constructive engagement approach. Tifa Foundation works in Indonesia and places a high priority on protecting and improving the lives of marginalized communities. Tifa's values of openness, diversity, equality, and justice are the guidance of overall Tifa's work.

To expand our work, we are currently seeking:

**Finance Assistant (FA)**

**Responsibilities:**

- Help Finance Officer to ensure timely and accurate financial reports including documentation, financial disbursements, etc.
- Help Program Team to ensure procurements and purchases for the projects are in accordance with our procedures.
- Help entering financial information of projects including but not limited to: A/P, A/R, and bank reconciliation.
- Review of payments and supporting document.
- Help Input Transactions with accuracy and detail for a timely submission in duly manner as per the deadlines and rules of the Donors.
- Help Finance Officer to coordinate with the internal and external auditors during audits and prepare financial audit preparation.
- Help dan coordinate with Program Teams to ensure the ongoing of project.

**Qualifications:**

- Bachelor's degree in accounting, Financial Management, or a combination of education.
- A maximum of 1 year of experience in Accounting/Auditing or Financial Management of NGO and/or directly related areas.
- Fresh graduates are welcome to apply.
- Ability to adapt with a fast-paced environment.
- Knowledge in Microsoft applications, including Excel, Word, PowerPoint & Outlook (or similar software).
- Good knowledge of accounting practice, policies and procedures.
- Strong team player and Integrity.
- Strong operational and coordinating abilities.
- Ability to work well with people from varied backgrounds and cultures at all levels in organization.
- Eager to learn donor rules and regulations.
- Good English skills will be preferred.

**APPLICATION DETAILS:**

Application closing date: **August 31, 2024**

Please e-mail application letter and latest CV to: **recruitment@tifafoundation.id**

Please put position code and your name: **FA\_Your Name** as subject of your e-mail

\*\*\*

Tifa is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race/ethnicity, religion, gender, gender identity or expression, sexual orientation, disability, and age.