

Terms of Reference

Finance & Administration Manager **for the GPSA Project “Social Accountability in the Mining Sector”**

Publish What You Pay Indonesia (PWYP Indonesia) is a civil society coalition for transparency and accountability of resource governance, including oil and gas, mining and other resources. Through a project called “Social Accountability in the Mining Sector” (the “GPSA Project”) which is supported by The World Bank under the Global Partnership for Social Accountability (GPSA) Program) we seek to improve mining management and governance at the sub-national level, specifically by developing social accountability mechanisms in the mining licensing and revenue management area.

The program will be carried out in the mineral-rich provinces in Indonesia: Aceh, East Kalimantan and Southeast Sulawesi. As part of this project, we are looking for a Finance and Administration Manager (FOM) who will work under the supervision of the Project Director and Project Manager. The FOM will also work in close coordination with the relevant finance and administration staff in the office and partner organizations.

Duration:

The contract will start in January 2021 over a period of 1 (one) year. Possibility to extend based on performance review.

Responsibilities:

1. Carrying out functions of planning, budgeting, and financial forecasting of the GPSA project,
2. Carrying out function of evaluation, reporting, and financial control of GPSA project based on financial and accounting standards of the organization and conforming with the World Bank requirements,
3. Carrying out procurement processes and organizing the implementation allocation of financial resources,
4. Managing financial cash flow, overseeing financial operations and analysis, tax compliance and project financial audit,
5. Running and managing the project administration, procurement, and operational support,
6. Maintaining relationships with external parties and donors in terms of project administration and financial performance.

Requirements:

1. Bachelor’s Degree (preferably master degree), with educational background in accounting/finance and management or economics;

2. A minimum of 3 years experiences as a manager/senior staff in the finance department, experience working with NGOs or development agencies is an advantage;
3. Experience in managing project finance and reporting based on World Bank's standard (please include portfolio) will be highly considered;
4. Strong integrity and competence on finance, accounting, taxation, and audit aspects, during the planning, analysis, controlling and evaluation stage;
5. Ability to communicate strategically with donors and partner and have a vision in developing a financial portfolio; strong English communication skills both in writing and verbally is a must;
6. Proficient in using standard office and finance application programs. Open-minded to new ideas, a fast-learner, able to lead the team and able to enforce compliance standards re. finance and accounting.