



ASEAN PARLIAMENTARIANS FOR HUMAN RIGHTS

APHR Consultancy Notice

A. Project Title

Finance Assistant - Local Consultant

B. Background

ASEAN Parliamentarians for Human Rights (APHR) is a regional network of current and former parliamentarians who use their unique positions to advance human rights and democracy in Southeast Asia. We seek to help create a region where people can express themselves without fear, live free from all forms of discrimination and violence, and where development takes place with human rights at the forefront. Our members use their mandate to advocate for human rights inside and outside of parliaments, regionally and globally. They work closely with civil society, conduct fact-finding missions, and publish recommendations and opinions on the most important issues affecting the region.

Our organization is seeking for a **Finance Assistant** who will support the overall financial management and administration of APHR's programs and operations by ensuring quality, accuracy and compliance to donor guidelines and the organisation's policies and procedures. The position contributes to achieving the strategic objectives and mandate of APHR in the region.

The Finance Assistant - Local Consultant will report directly to the Finance Manager. It will work closely with the Finance and Human Resources team to support the effective and efficient management of finance within APHR.

C. Scope of Work

Financial Administration and Management:

- Support the Finance Officer to sort out the tax documents and maintain record;
- Support the Finance Officer to create journal voucher on a monthly basis and maintain records;
- Create journal entries within accounting software on a monthly basis (Quickbooks);
- Assist in the monitoring petty cash report and maintain records;
- Compile, maintain and update all financial documents, receipts and reports in the Gdrive and OneDrive for audit purpose;
- Support the Finance Officer in staff's claim reimbursements and follow-up /collection of receipts, and;
- Ensure compliance to the Finance and Accounting procedures and Anti-Corruption and Fraud policy at all times.



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D. Expected Outputs and Deliverables

This position is on a part-time arrangement and will render a total of 80 hours a month.

E. Institutional Arrangement

The consultant will report directly to the Finance Manager and will work in collaboration with the Finance Officer and Human Resources, Administration, and Logistic Officer.

F. Duration of Work

This short-term consultancy will be for a period of 4 months from September to December 2022.

G. Duty Station

The local consultant will work ideally in Jakarta (either remote and in office) and should be able to respond to queries and requests from the APHR Secretariat in a timely manner.

H. Qualification of the Successful Contractor

- Minimum of Bachelor's degree in accounting, finance, or other related finance field.
- 3-5 years' experience working in an NGO environment preferably in Indonesia or in any Southeast Asian country. Knowledgeable of Indonesian accounting regulations is preferred.
- Good understanding of finance issues, budgeting, and can keep finance information confidential.
- Good writing and verbal communication in English.
- Excellent computer/IT knowledge and management skills.
- Advanced experience in the use of Microsoft office programs (MS Word, Excel, PowerPoint, etc.) and knowledge of web-based management systems such as Google Suite and Microsoft OneDrive is preferred; Experience in the use of Quickbooks as an accounting software is preferred.
- Good attention to details and strong numeracy skills; strong organizational and prioritization skills.
- Ability to work both independently and in a team; good analytical and problem solving abilities.
- Project management experience, including experience working in a multicultural setting.
- Be able to handle challenging and demanding work situations.



I. Recommended Presentation of Offer

Applicants may submit the following requirements to procurement@aseanmp.org with subject heading "Finance Assistant" by **Monday, 22 August 2022 at 6:00 PM Jakarta time (GMT+7)**:

- a) Duly accomplished **letter of interest** including contact person and details (email and telephone);
- b) **Brief Profiles/Short CV of consultant** indicating education, expertise and experience;

Please note that only shortlisted candidates will be contacted.

APHR is committed to diversity and inclusion within its workforce, and encourages qualified candidates of all genders from all national, religious, and ethnic backgrounds, including persons living with disabilities, to apply.
