

Join CIFOR-ICRAF and make a difference!



Finance Officer (Ref. No.2369)

Finance Team

The Center for International Forestry Research (CIFOR) and World Agroforestry (ICRAF) envision a more equitable world where trees in all landscapes, from drylands to the humid tropics, enhance the environment and well-being for all. CIFOR and ICRAF are non-profit science institutions that build and apply evidence to today's most pressing challenges, including energy insecurity and the climate and biodiversity crises. Over a combined total of 65 years, we have built vast knowledge on forests and trees outside of forests in agricultural landscapes (agroforestry). Using a multidisciplinary approach, we seek to improve lives and to protect and restore ecosystems. Our work focuses on innovative research, partnering for impact, and engaging with stakeholders on policies and practices to benefit people and the planet. Founded in 1993 and 1978, CIFOR and ICRAF are members of CGIAR, a global research partnership for a food secure future dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources.

CIFOR-ICRAF is looking for:
Finance Officer

Overview

The Finance Officer will supervise the activities and function of General Accounting. Ensure all payments comply with the center's payment policies and documentation, ensure the correct charging in terms of the GL accounts and project codes, ensure the receivable are collected on time. The finance officer will work closely with country offices and project office accountants.

Summary of responsibilities

1. Supervise the Accounts Receivable function.
 - 1.1. Review and approve journal payments and journal vouchers on travel expense claims.
 - 1.2. Ensure correct charging in terms of GL accounts and project codes.
 - 1.3. Ensure that all payments comply with the center's payment policies and documentation.
 - 1.4. Generate and review monthly aging receivable reports.
2. Monitor Accounts Receivable and Payable accounts on a regular basis
 - 2.1. Analyze and ensure the accuracy of AR/AP general ledger accounts.
 - 2.2. Provide reminders to staff and consultants with long overdue accounts and make the collection.
 - 2.3. Follow-up on other unsettled and long outstanding receivables and payables.
3. Supervise the accounting function for Philippines offices.
 - 3.1. Review and approve the journal voucher for Petty Cash and Monthly bank report.
 - 3.2. Ensure the correct charging in terms of the GL accounts and project codes.
4. Responsible on recording the monthly report from Papua New Guinea.

- 4.1. Review the report against the supporting document.
 - 4.2. Review and record the monthly office expenses for Bank and Petty Cash report.
 - 4.3. Ensure that all payments comply with the Centre's payment policies and documentation.
5. Balance Sheet Reconciliation
- 5.1. Analyze and ensure the accuracy of AR/AP general ledger accounts; ensure accounts are reconciled on a monthly basis and all reconciling items are promptly cleared follow up done to ensure completeness of data.
 - 5.2. Coordinate Intercompany accounts and transactions reconciliation & clearance in coordination with the Supervisor, General Accounting.
 - 5.3. Provide reminders to staff and consultants with long overdue accounts and make the collection.
 - 5.4. Follow-up on other unsettled and long outstanding receivables and payables.
 - 5.5. Ensure quarterly reconciliation of supplier balances with supplier statements is done to avoid future unexpected obligation to CIFOR – ICRAF.
6. Audit
- 6.1. Coordinate and preside over the interim and final CIFOR external audit process and finalization of the statutory financial statements.
 - 6.2. Timely preparation and submission of audit schedules.
 - 6.3. Respond to audit queries in a timely manner during both external and Internal audit.
 - 6.4. Coordination of finance audit finding updates and follow-up with respective staff to ensure they are closed.
7. Perform other tasks that may be assigned from time to time by the Team Leader - Finance

Requirements

Education, knowledge, and experience:

- Magister Management – Finance
- Chartered Accountant
- Experience in financial and accounting services
- 5 years relevant experience

Personal Attributes and Competencies

- Broad knowledge in Auditing, Accounting and Finance.
- Fluent in written and spoken English.
- Experience with financial software applications and familiar with OCS.
- Strong computer skills in word processing, database, and other relevant office applications.
- Strong analytical and supervisory skills.
- Competent in personal organization and priority setting, with the ability to work efficiently under time pressure and manage multiple priorities.
- Has initiative, capable of working independently, and an effective team player.
- Good interpersonal and communication skills, with the ability to effectively interact with people in a multi-disciplinary and multi-cultural environment.
- Experience working with a wide and diverse network of groups and individuals.
- Ability to work with minimum supervision.

Terms and conditions

- This is a Locally Recruited Staff (LRS) position. CIFOR-ICRAF offers competitive remuneration in local currency, commensurate with skills and experience.
- The appointment will be for 1 (one) year with the possibility of extension contingent upon performance, continued relevance of the position and available resources.
- The duty station will be in Bogor, Indonesia.

Application process

- The application deadline is **15 December 2023**
- We will acknowledge all applications but will only contact short-listed candidates.

To apply, please visit our career site at:

<https://www.cifor-icraf.org/about/work-with-us/>

To learn more about CIFOR-ICRAF, please visit our websites at:

<https://www.cifor-icraf.org>

CIFOR-ICRAF promotes Gender Diversity – Applications from women professionals are encouraged.

CIFOR-ICRAF is an equal opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity.