



## **RECRUITMENT PACK**

Greenpeace, one of the world's most respected and dynamic organizations, is an international non-profit global campaigning organization that acts to ensure the ability of our Earth to nurture life in all its diversity. At the heart of Greenpeace's campaigns is the tradition of non-violent direct actions against environmental abuses and destruction.

**Greenpeace exists because this fragile earth deserves a voice. It needs solutions. It needs change. It needs action.**

Greenpeace, an international environmental non-government organization, is comprised of 27 independent national and regional offices across the world covering operations in more than 55 countries. To maintain our independence, Greenpeace does not accept donations from governments or corporations but relies on contributions from individual supporters and foundation grants.

For over 40 years, Greenpeace has been successful in our campaigns to reverse environmental degradation by bearing witness to environmental destruction and exposing and confronting environmental abuses. Greenpeace campaigns have been vital in informing government policies on the environment and effecting changes in business practices, which lead to various environmental problems.

### **Greenpeace in Southeast Asia**

Greenpeace opened the first office in Southeast Asia in 2000. Since then we have led successful campaigns throughout the region, securing fresher air, cleaner water and a healthier environment through changing industry practices and government policies. Greenpeace actively campaigns across the region on pressing environmental issues concerning our climate, forests, oceans, food, plastic, liveable cities, as well as social justice.

Greenpeace has four offices in Southeast Asia (GPSEA)—in Indonesia, Malaysia, the Philippines, and Thailand, with each office is composed of Programme Department (Campaigns, Communications, Public Engagement & Actions), Fundraising, and Operations Support (Human Resources, Finance & Administration, Information Technology, Security). Currently, Greenpeace Southeast Asia employs nearly 200 staff across the region, excluding the Direct Dialogue Fundraisers.

## **THE POST: JUNIOR FINANCE OFFICER\_1**

### **Position Summary**

The Finance Officer will take full responsibility to manage and maintain the payment and banking system to support GPSEA Indonesia office smooth operations, adhere to GPSEA financial SOP and at the same time responsible for the completeness, accuracy and compliance of all transactions with GPSEA SOP and country taxation.

**This is one year fixed term contract based in Jakarta**

### **Key Duties**

- Responsible for managing cash & banking transactions and documents properly. This includes payment systems such as cheque or bank transfer to staff and suppliers.
- Review and ensure that all advance request, expense claim and advance settlement (reconciler) document have been met with GPSEA policy as follows:

- The request has been requested through ProActis;
- The account code has been recorded properly;
- All documents are complete, accurate, reliable, reasonable and accountable.
- Responsible for the payment process every Friday :
  - Ensure that all advance request, expense claim and stand alone invoices have been approved by the Budget Holder in ProActis
- Review and ensure that all Expense Claim and Advance Settlement (reconciler) document have been met with GPSEA Policy.
- Ensure the payment process request has been approved in the ProActis before the payment process.
- Provide guidance to the staff in relation to the compliance of valid financial documents and ProActis processes.
- To identify the outstanding advance and to remind the related staff by sending email cc staff's supervisor.
- Solution orientation for the staff in relation to finance policy and procedures.
- Contact person with the Bank Officers to ensure the best facility provided for the organisation and prepare the document that required from the Bank to be reviewed by Senior Accounting Officer/Finance & Admin Manager
- Contact person with the suppliers in providing the payment confirmation as needed
- Prepare a weekly cash book containing all the bank transactions and send it to the accountant to be uploaded in the system and propose a journal in relation to match the transactions.
- Prepare the staff advance aging report on a weekly basis or as needed.
- Identify the noncompliance issue and provide advice to address the issue
- Document filed properly

### **Educational Background & Fundamental Qualifications**

- Bachelor's Degree in Finance or Accounting
- Minimum 3 years experience in Finance, Accounting and Taxation. Possess experience in Advance reconciliation.
- Having training certificate of Brevet A & B

### **THINGS YOU SHOULD KNOW BEFORE APPLYING TO THIS POST**

#### **WORKING HOURS**

Normal hours of work for full time Employee will be forty (40) per week or (5) days in a week, at 8 hours per day excluding an hour lunch break. This will be from Monday to Friday, between the hours of 8:30 am to 5:30 pm. Ordinary hours of work may be varied as agreed between staff and the line managers.

#### **LEAVE**

A fixed -term employee will be entitled to the following leaves:

Annual Leave: 20 days

Parental Leave: As per labor laws and Greenpeace policy

Compassionate leave: maximum of 5 days for the death of significant others

## **SALARY**

In determining salary offer for this position, Greenpeace applies its Salary Grading Process, taking into consideration the job description and applicant's previous experience, and the organization's salary grade.

## **INSURANCE**

Greenpeace provides health insurance and travel insurance to its employees.

## **LEARNING AND DEVELOPMENT**

Greenpeace is committed to providing its employees with learning and development opportunities to be able to perform its functions more effectively. Through its mentoring process and annual Performance Management System, staff's development objectives are identified and prioritized.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Greenpeace Southeast Asia is an equal opportunity employer with a longstanding commitment to providing a work environment that respects the dignity and worth of each individual. We recognize and value the benefits and strengths that diversity brings to our employees and the whole organization and we thrive in an environment that encourages respect and trust. We do not discriminate in employment opportunities or practices on the basis of age, ancestry, citizenship, color, disability, ethnicity, family or marital status, gender, gender identity or expression, national origin, political affiliation, race, religion, sexual orientation, veteran status, or any other legally protected characteristic. Selection will be in accordance with objective, job-related criteria and the appointment will be on the basis of the applicant's merits and abilities.

## **HR POLICIES AND PROCEDURE**

Greenpeace management and staff are given guidance on the implications of the equal opportunities policy. Policies and procedures are reviewed to review and adapt current practices to promote equality of opportunity. Other organizational policies and procedures will be fully discussed to the successful applicant.

## **APPLICATION GUIDELINES**

Interested candidates are invited to (1) write Letter of Introduction, explaining why you are qualified for the position and why you want to work for Greenpeace, (2) fill out the attached Application form and email to [jobs.id@greenpeace.org](mailto:jobs.id@greenpeace.org)

**Deadline for Applications: 4 November 2022**

As we receive a large number of applicants for our advertised vacancies, we are unable to respond to those applicants who have not been shortlisted and we apologize for this in advance. If you do not hear from us within two weeks of the closing date, please assume that you have not been shortlisted.

## **GUIDANCE IN COMPLETING YOUR APPLICATION FORM**

1. Read the recruitment pack carefully before completing your application form. The recruitment pack contains information about Greenpeace, about the job you are applying for, and brief information on employment conditions.
2. Write Letter of Introduction, explaining why you are qualified for the position and why you want to work for Greenpeace and complete all items in the application form. Remember that this will be our basis for shortlisting candidates. **Curriculum Vitae (CVs) will not be accepted.**

3. Make sure you email the form to the correct email address ([jobs.ph@greenpeace.org](mailto:jobs.ph@greenpeace.org)), addressed to the HR Department, and ensure that your application form arrives before the closing date. Application forms received after the closing date will not be accepted.
4. If you have questions, kindly email [jobs.id@greenpeace.org](mailto:jobs.id@greenpeace.org)

Thank you and we look forward to receiving your application letter and completed application form.