

ROLE PURPOSE

Role Title: Finance Coordinator

Division: Programs & Partners

Location: Jakarta, Indonesia

Date: June 2026

Employment type: Full time, Permanent contract with flexible work arrangement

Reports to: Operations Manager

Number of direct reports: None

Leadership Band: Leads Self

Purpose of the role:

The Finance Coordinator is accountable for the effective coordination and delivery of financial operations, partner financial management, and program finance support for the country program.

The role ensures that financial processes, reporting, and controls are accurate, compliant, and timely, while acting as the primary finance focal point for program teams and partners to support effective program delivery and decision-making.

The Finance Coordinator will own the outcomes of:

- Financial Operations and Controls** - Lead the coordination and delivery of day-to-day financial operations, including payments, reconciliations, and financial records, ensuring compliance with organisational policies and local regulations, and maintaining clear audit trails.
- Program Finance and Budget Support** - Support program teams in budget planning, expenditure tracking, and forecasting, providing timely and accurate financial information and highlighting variances and risks.
- Partner Financial Management and Compliance** - Coordinate financial management of partners, including fund disbursement, acquittals, and documentation, ensuring compliance with donor and organisational requirements and following up on any issues.
- Reporting, Audit, and Documentation** - Prepare and coordinate financial reporting inputs for internal and donor reporting, and support internal and external audits by ensuring complete, accurate, and well-organised documentation.
- Financial Coordination and Advisory Support** - Act as the key finance focal point for program and operations teams, providing practical financial guidance, supporting decision-making, and ensuring financial processes are understood and applied consistently.
- Systems and Process Improvement** - Contribute to strengthening financial systems, processes, and controls, identifying opportunities to improve efficiency and support continuous improvement.
- Collaboration and Capability Building** - Build strong working relationships across teams and with partners, supporting improved financial understanding, compliance, and accountability.
- Other tasks as requested by your manager

Our Capabilities:

As a member of The Foundation Family, you will:

- Live by the values of The Foundation and support The Foundation's culture, performance and brand.
- Adhere to all The Foundation's policies and procedures.
- Strengthen the health, safety and well-being of all/look out for the well-being.
- Lead, collaborate and contribute to all interactions.



Essential Experience:

- Experience in finance, accounting, or audit roles, preferably within NGO, INGO, or donor-funded environments
- Experience managing financial operations, including payments, reconciliations, and financial records
- Experience supporting project budgets, expenditure tracking, and financial reporting
- Experience working with internal teams and external partners on financial processes and compliance

Skills:

- Strong attention to detail and accuracy in financial processing and reporting
- Good organisational skills and ability to manage multiple priorities and deadlines
- Clear communication skills, with the ability to explain financial processes to non-finance stakeholders
- Practical problem-solving skills with the ability to identify and escalate risks appropriately

Desirable Experience:

- Experience in international development or not-for-profit sector
- Familiarity with donor-funded project financial management
- Experience working with government or external partners

Qualifications:

- Bachelor's degree in Finance, Accounting, or a related field

The position involves: (see *3 for guidelines)

This position is recognised as having "Contact with Children" either direct or indirect
This position does involve "Working with Children" either direct or indirect.

- Professional certification (e.g. CPA, ACCA) is an advantage

Travel:

Domestic travel as required to support program and partner activities

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways which safeguard the health and safety of workers.

To work in The Foundation, you will:

- Be eligible to work in Indonesia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children