

**Job vacancy: (Sr.) Accounting Analyst**

Lingkar Temu Kabupaten Lestari (LTKL Secretariat)

Location: Jakarta, Indonesia

Position Type: PKWT

**BACKGROUND INFORMATION**

Lingkar Temu Kabupaten Lestari (LTKL) is an association of district governments to realize sustainable development. LTKL was formed by 8 district governments in July 2017. As of January 2023, LTKL has 9 member districts located in 6 Indonesian provinces that also work as a caucus of the Association of Regency Governments throughout Indonesia (APKASI). Currently, LTKL is also working side by side with 26 global, national & regional multi-stakeholder networks of partners who join voluntarily support LTKL achieving its common goals that was translated into LTKL Declaration of Sustainable District Vision that was announced formally in 2021. Under the declaration, the member districts are committed to working together with cross-sectoral parties to protect at least fifty percent (50%) of the total important ecosystems within the district's jurisdiction, through an approach that ensures at least 1 million families live within the district and/or around important ecosystems within the district can improve their welfare.

**PURPOSE OF THE ROLE:**

Secretariat LTKL is currently seeking a Accounting Analyst. The Accounting Analyst shall implement recording activities and financial reconciliation of LTKL including financial transactions; Compile and prepare data for audit projects; Interpret related policies and formulating system development recommendations; to ensure that the LTKL recording system and process complies with standards, guidelines and laws and regulations, as well as ensuring the accuracy of financial practices with applicable policies and regulations.

**RESPONSIBILITIES, DELIVERABLES AND OUTPUT**

MAIN RESPONSIBILITIES	
ACTIVITES	DELIVERABLES
Implement the LTKL Secretariat financial recording process in accordance with general recording standards (PSAK), special recording (PSC Accounting) as well as applicable laws and regulations; Compile data for the preparation of financial statements and budgets; to ensure that the budget and financial records are in accordance with the standards, guidelines, laws and regulations	<ul style="list-style-type: none"> <li>Standardized recording process</li> <li>Chart of Accounts &amp; Dimension set based on LTKL's needs</li> <li>Prepare financial report template based on regulations and LTKL's needs</li> </ul>
Monitor LTKL Secretariat financial transactions by collecting information, issuing financial report such as; Statement of Bank Reconciliation, Financial Position (SoFP), Statement of Activities (SoA), Statement of Cash Flow (SoCF), Statement of Changes in Net	<ul style="list-style-type: none"> <li>Generate Financial Report : Bank Reconciliation &amp; Budget versus Actual Monthly (grant report and organizational</li> </ul>



<p>Assets (SoCNA) and Budget vs Actual Report; Evaluate the transaction process and recommend steps to be taken in case of a discrepancy; to ensure that the budget is in accordance with the work plan that has been set and the LTKL Secretariat financial transaction data is complete and up-to-date.</p>	<p>report), SoFP, SoA, SoCF, SoCNA Quarterly</p> <ul style="list-style-type: none"><li>• Donor reports are consolidated with organizational report</li><li>• Ensure the adjustments of personnel and other costs has been made monthly</li><li>• Analyze financial report and provide follow-up recommendations</li></ul>
<p>Assist in the development and monitoring of project and organizational budgets, ensuring alignment with donor funding.</p>	<ul style="list-style-type: none"><li>• Track project expenditures and provide regular updates to project managers and finance team.</li><li>• Identify and report any budget variances, ensuring corrective actions are taken as needed.</li></ul>
<p>Prepare journals and monitor reconciliation accounts; Implement the process of reconciling accounts every month; Verify, allocate, record and reconcile AP and AR; to ensure all transactions are recorded and recorded in accordance with the allocation, budget and applicable standards.</p>	<ul style="list-style-type: none"><li>• General Ledger</li><li>• Bank Reconciliation</li><li>• Recording according to standards</li><li>• List of AP/AR transactions</li></ul>
<p>Prepare and present detailed financial reports on asset performance, including depreciation, amortization, and asset valuation.</p>	<ul style="list-style-type: none"><li>• Collaborate with General Affair unit to maintain and update records of all company assets.</li><li>• Ensure all asset acquisitions, disposals, and transfers are properly documented and recorded</li><li>• Conduct regular asset inventories and reconcile with accounting records</li></ul>
<p>Prepare related financial data for the purposes of projects audit in accordance with the authority given by the organizations; support the implementation of audits in the organizations; Recommend the necessary actions based on the results of the analysis of the available data; to ensure the Company's compliance with applicable guidelines and laws and regulations</p>	<ul style="list-style-type: none"><li>• Assist in preparing documentation, financial statements, and reports required for internal and external audits</li><li>• Audit data submitted on time</li><li>• Participate in performance evaluations of consultants, providing feedback and suggestions for improvement.</li></ul>
<p>Compile accounting and financial policies and rules; Analyze and review the methods, processes and</p>	<ul style="list-style-type: none"><li>• Conclusion/interpretation of rules</li></ul>

<p>financial recording systems currently used by LTKL, including recommendations for developing internal processes; to ensure that the accounting system is efficient and in line with applicable policies and regulations.</p>	<ul style="list-style-type: none"> <li>● Internal process development recommendations</li> </ul>
<p>Implement archiving of accounting documents</p>	<ul style="list-style-type: none"> <li>● Maintaining organized and accurate records of accounting (soft copy and hard copy)</li> <li>● Safeguarding financial documents and ensuring their proper storage</li> <li>● Regularly back up financial data to a hard disk/other tools</li> </ul>
<p>Responsible for ensuring smooth collaboration between the consultants and the accounting team, facilitating efficient workflow</p>	<ul style="list-style-type: none"> <li>● Coordinate and schedule meetings, conference calls, and other forms of communication to ensure effective consultation and collaboration.</li> <li>● Collaborate with consultants to address any issues, challenges, or discrepancies in accounting processes or financial reporting. Work closely with the consultants to identify the root causes, propose solutions, and implement necessary changes to improve efficiency and accuracy.</li> </ul>
<p>Liaise with donors, program staff, and other stakeholders to ensure clear communication regarding financial reporting requirements.</p>	<ul style="list-style-type: none"> <li>● Coordinate with related units to ensure financial reports are complied</li> <li>● Ensure that all parties have a clear understanding of the financial reporting requirements set by donors.</li> <li>● Provide regular updates on financial reporting timelines, deadlines, and any changes in donor requirements.</li> <li>● Share necessary financial data and documentation with relevant stakeholders in a timely manner.</li> </ul>
<p>Financial Systems and Tools : Utilize financial systems and software to perform day-to-day financial activities effectively to streamline</p>	<ul style="list-style-type: none"> <li>● Ensuring ERP systems are operating based on LTKL's needs</li> </ul>

financial processes, including data entry, processing transactions, and generating financial reports effectively.

Ensure the accuracy and integrity of financial data entered into the systems.

Provide ongoing system maintenance, including user administration, security updates, and system configurations.

- Conduct regular data validations, reconcile discrepancies, and resolve any data-related issues.
- Generate and distribute financial reports, statements, and analysis using financial systems
- Collaborate with system administrators to troubleshoot system issues and resolve user inquiries.

### QUALIFICATIONS:

- Bachelor Degree in Accounting,
- Minimum 4 years of work experience in accounting
- Experience of working with INGO, UN or similar
- Provide basic knowledge regarding tax reporting and regulations in Indonesia
- Strong analytical skills on financial statements
- Strong computer skills in Microsoft Office and other spreadsheet platform such as Google Sheet
- Experienced in operating accounting software (ERP Microsoft Dynamics 356 is preferred)
- Strong financial report-writing skills.
- Good command of English, verbal and written
- Good team player with excellent interpersonal skills
- Attention to detail, particularly with regards to expense transactions and financial reporting.
- Adaptive, able to work independently/together with other team members and stakeholders.

### WHAT WE OFFER

- Competitive remuneration and employment packages (annual leave, sick leave, special leave).
- Great health insurance packages, accessible after the probation period.
- Ability to work from home and from the office from time to time.
- Good maternity and faternity policies, accessible after the probation period.
- Accessible employee capacity development support as required by the staff.
- Opportunity to work alongside LTKL Board of Advisory, District Leads and diverse team from all over Indonesia.

### TERM OF OFFER

1. **Reporting:**  
The Officer shall report on a regular basis to the LTKL Financial Resources Manager.
2. **Duty Stations:**  
The Officer is stationed in Jakarta.

