

Position Description

Finance Officer



Position Title	Finance Officer
Work Area	Australia Awards in Indonesia
Supervisor	Finance and Operations Manager
Incumbent	vacant

Tetra Tech International Development

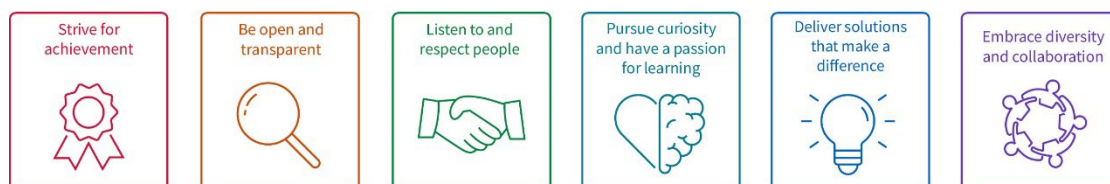
Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Tetra Tech International Development

Tetra Tech has a 40-year history in successfully delivering international development projects on behalf of donors right around the world. Our people work side by side with local partners to support stability, economic growth and good governance, positively changing people's lives.

Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

Every Tetra Tech relationship is built on trust. Trust that is hard-earned through our proven expertise, our depth of global experience and our commitment to stay one step ahead. We create value throughout the project

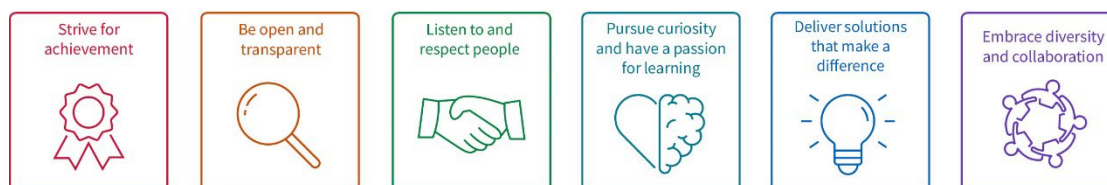
Tetra Tech International Development

lifecycle and deliver vital international and local development projects for our clients. Our united group of specialists take enormous pride in collaborating with our project partners. By digging deeper. Thinking smarter. And seeing further. All so we can deliver the smartest solutions, every time.

We welcome applicants of all genders, disabilities, ages, ethnicities, and language group.

Our Values

We are a values-based organisation, and our values reflect who we are and what we stand for, and strengthen our engagement with colleagues, partners and clients through our shared values and behaviours.



Overview of AAI

Australia Awards Indonesia (AAI) is managed by Tetra Tech on behalf of the Department of Foreign Affairs and Trade (DFAT). Australia Awards is an integral part of Australia's development cooperation program with Indonesia and has enjoyed strong support from both governments for more than seventy years. Australia Awards addresses two key challenges: to fill a gap in the pool of individuals with the higher-level capacity to contribute to Indonesia's development; and the need for a strong deep relationship based on mutual understanding between Australia and Indonesia.

Purpose and Objectives

The Finance Officer is responsible for maintaining and ensuring accurate records of all daily financial transactions, proper financial record keeping, and preparing timely and accurate monthly reports for submission to the AAI Finance System. The position supports effective program decision-making and delivery through the provision of reliable financial information and contributes to strong financial governance by ensuring compliance with DFAT and Australia Awards policies, procedures, and standards.

Working under the supervision of the Finance and Operations Manager, the Finance Officer plays a critical role in supporting effective program delivery through the accurate processing and recording of financial transactions, maintaining reliable financial records, and fostering clear and professional communication across AAI team. The position contributes to the program's financial integrity, accountability, and operational efficiency by ensuring compliance with organizational and donor requirements.

Key Responsibilities

Key responsibilities

- Examine and process Request of Payments to be paid according to Project's operation manual.
- Ensure financial transactions comply with DFAT and Australia Awards' policies and procedures.
- Maintain complete, accurate, and auditable financial records and supporting documents.
- Entry transactions into the banking system.
- Support the implementation and monitoring of internal controls to safeguard program funds and assets.
- Assist the Finance Coordinator in preparing VAT restitution documentation.
- Maintain accounts payable and receivable records.
- Assist with bank reconciliations, report preparation and other end-of-month financial requirements.
- Maintain the Petty Cash system, including cash management, approval processing, cash disbursements and funding requests.
- Provide procurement support as required, including during planned and unplanned staff absences, in accordance with project procurement policies
- Assist in maintaining asset registers and financial records related to program assets.
- Update internal systems with financial data.
- Participate in financial audits.
- Other duties to support the financial operations of the Project as required.

Selection Criteria

Qualifications

- Tertiary qualifications in Finance, Accounting, or Business Management or equivalent relevant professional experience.

Experience

- Minimum three years' experience in broad range of finance duties and general office administration.
- Experience in processing financial transactions, accounts payable and receivable, bank reconciliations, and financial reporting.
- Experience using financial software
- Knowledge of financial regulations
- Familiar in Microsoft Office applications, particularly Microsoft Excel, and experience using financial management systems.
- Strong ethics, with an ability to manage confidential data
- Experience in donor-funded programs, international development organisations, NGOs, or education-related programs is highly desirable.

Selection Criteria

-

Knowledge and Skills

- Strong attention to detail with a high level of accuracy in financial data entry, reconciliation, and reporting.
- Demonstrated ability to organise and manage multiple tasks, meet deadlines, and work effectively under pressure.
- Strong analytical and problem-solving skills with the ability to identify and resolve financial discrepancies.
- Good understanding of financial and accounting procedures.
- Knowledge of value-for-money principles and compliance requirements in a donor-funded or policy-driven environment.
- Good understanding of procurement and ability to coordinate procurement-related processes in collaboration with Operations Officers.
- Basic knowledge of budgeting.
- Clear written and verbal communication skills, including the ability to brief participants and stakeholders on logistics and risk requirements.
- Proficiency in relevant databases and systems for transactions tracking.

Personal Attributes

- Highly organised, reliable, and detail-oriented, with a strong focus on accuracy and compliance.
- Calm and practical under pressure, with the ability to resolve issues efficiently and effectively.
- Service-oriented and responsive when supporting scholars, alumni, and colleagues.
- Demonstrates integrity, accountability, confidentiality, and commitment to safeguarding and inclusive workplace practices.
- Demonstrates professionalism, discretion, and a commitment to continuous improvement.
- Demonstrate knowledge of Indonesian taxation requirements, VAT administration, financial regulations, and internal control practices

Code of Conduct

In accordance with Tetra Tech's Code of Conduct and Client Service Standards, all staff are expected to display professional behaviour, communicate respectfully, and perform their duties responsibly.

Child Protection

Tetra Tech is committed to protecting the rights of children. We reserve the right to conduct police checks and other screening procedures to ensure a child-safe environment.

Gender Equality, Disability and Social Inclusion

Tetra Tech International Development does not discriminate on the basis of ethnicity, race, colour, religion, disability, sex, sexual orientation, gender identity or expression, national origin, veteran status, marital status, or any other identity. We strongly encourage applications from minoritized groups and promise to ensure our application process is accessible and inclusive.

Preventing Sexual Exploitation, Abuse and Harassment, Modern Slavery and Safeguarding

Tetra Tech has a zero-tolerance approach to sexual exploitation, abuse and harassment ('SEAH'), child abuse and exploitation, modern slavery and safeguarding related retaliation, and this zero-tolerance extends to inaction. Tetra Tech is committed to being a child safe organisation, and to promoting a culture that supports gender equality, and addresses the gendered drivers of violence against women and children. It is committed to fostering a culture where we prevent and respond decisively and appropriately to harm against people, and that all people are treated with dignity and respect, irrespective of country, program, or office where we work. This will require compliance with Tetra Tech's Safeguarding and other Codes of Conduct and our associated safeguarding policies (Child Protection and Child Safety, Prevention of Sexual Exploitation, Abuse and Harassment (PSEAH) policy and procedure, and Modern Slavery. Any successful applicants will be required to undertake satisfactory referee and criminal record checks prior to being appointed to any position.

Tetra Tech does not charge money or any kind of fee at any stage of the recruitment process (this includes applications, interviews, meetings, processing, administration, service and training). Tetra Tech will never ask for your sensitive information, such as bank account or other login details, including username or password.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered in order to meet the changing operational needs of Tetra Tech International Development.