

Position Description

RT4D Finance and Administration Officer



Position Title	Finance and Administration Officer
Work Area	Regional Trade for Development (RT4D)
Supervisor	Finance and Administration Manager
Duration	September 2026 – August 2027 (12 months), with possible extensions
Location	Jakarta, Indonesia

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.

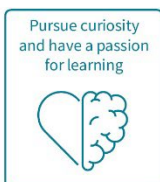
Tetra Tech International Development is part of global consulting firm Tetra Tech. The International Development team implements and manages projects designed to strengthen social and economic infrastructure and improve the lives of people in the Asia Pacific region.

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 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 RT4D

The \$53.3 million Regional Trade for Development (RT4D) initiative, funded by both the Governments of Australia and New Zealand, assists ASEAN Member States in meeting their commitments and realising the

advantages offered by the Agreement establishing the ASEAN-Australia-New Zealand Free Trade Area (AANZFTA), and the Regional Comprehensive Economic Partnership (RCEP). RT4D supports AMS in benefitting from an open, free and rules-based trading system.

Through the AANZFTA Implementation Support Program (AISP) and the RCEP Implementation Support Program (RISP), RT4D provides tailored support to enhance the capabilities of ASEAN Member States by strengthening skills, building networks, facilitating policy options and ensuring that trade benefits everyone, including Micro, Small and Medium Enterprises (MSMEs), women and people with disabilities.

RT4D also includes a AUD5 million Trade and Gender Equality Incubator (TGEI).

The Regional Trade for Development Initiative:

- provides ASEAN with access to world class technical expertise to support economic cooperation activities.
- delivers economic cooperation activities, working closely with ASEAN Member States and ASEAN Secretariat.
- has a strong focus on less developed ASEAN economies to ensure that it responds to the different needs and readiness of ASEAN.
- facilitates implementation of the provisions of selected FTAs to support inclusive development outcomes.

The Facility has a multi-country presence comprising of:

- A head office located in Jakarta, co-located with the ASEAN Secretariat, and
- Satellite presences in Hanoi, Phnom Penh and Vientiane.

Purpose and Objectives

The Finance and Administration Officer reports to the Finance and Administration Manager. S/he will provide support to the Finance and Administration Manager in implementing finance and administration activities in the Facility.

Key Responsibilities

Key responsibilities include:

Financial Management

- Provide support to Facility Team Members on administration, logistical and financial matters, as required
 - Under the direction of the Operations Lead and the Finance and Administration Manager, perform a range of financial management activities including ensuring the accuracy of charge codes, processing invoices and requests for payments, and ensuring completeness of supporting documents.
 - Coordinate financial data entry, including international payments through TES AP and local payments through Quickbooks/internet banking
 - Process tax exemption/restitution for vendors (such as apartment rentals, computer vendors, event organisers, etc) through ASEC and BADORA (tax office)
 - Process tax deductions (Pph21 and Pph23) for vendors through DJP online and Coretax
 - Maintain a petty cash system: ensure cash levels meet requirements, appropriate records are kept, and commensurate security procedures are observed
-

Key Responsibilities

Event Management

- Provide admin/logistics support for RT4D/TGEI events, workshops and other activities, including coordination with event organisers, hotel venues, calculation of participants' per diem as well as coordination with the MEL team on participants' registration
- Support Facility team members with duty travel arrangements, including arranging flights and accommodation, calculating per diem and processing of any reimbursement/advance payment, as required

Office Management

- Under the guidance of the Operations Lead and Finance and Administration Manager, support the procurement of goods and services in line with the RT4D Operations Manual
- Coordinate all logistical arrangements for overseas personnel and expatriate advisers; providing assistance with accommodation bookings if required, arranging airport pickups and an appropriate workstation. This also includes liaising with the landlord on apartment rental extensions.
- Coordinate the issuing of visas/work permits for expatriate staff, advisers, and overseas visitors to Indonesia
- Undertake administrative activities on matters relating to insurance for project assets and staff travel, ensuring that appropriate insurance coverage is maintained.
- Ensure the office is equipped for the day-to-day operations
- Liaise with local authorities and landlords to oversee the provision of services such as electricity, telephone, security, cleaning, and office maintenance.
- Ensure record and filing systems (including asset register) are developed and maintained

Others

- Perform other duties as reasonably requested by the Facility Director and/or the Operations Lead

Selection Criteria

Qualifications

- Bachelor's degree in accounting, business, public administration or other related fields

Experience

- Minimum 5 years' experience in administration/finance/logistics roles, including organising high level meetings and workshops/events with government officials, preferably in international development programs,
- Experience working in DFAT-funded programs is desirable.

Knowledge and Skills

- Comprehensive computer skills, including Microsoft Word, Excel, Office 365, Outlook and PowerPoint
- Practical knowledge in using accounting software (including Quickbooks) is desirable.

Personal Attributes

- Good communication skills (both verbally and in writing) in English and Bahasa Indonesia
- Strong coordination, administration and logistics management skills
- Ability to allocate/review priorities to meet deadlines
- Commitment to quality and ability to maintain high standards

Selection Criteria

- Strong attention to detail
 - Team player who is also able to work independently
 - Flexible and willing to adapt to changing circumstances
 - Self-motivated
-

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

Tetra Tech International Development is committed to respectful workplaces and does not tolerate sexual exploitation, abuse or harassment of any kind.

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.