



## JOB DESCRIPTION

<b>POSITION TITLE</b>	<b>Director of Finance and Operations</b>
<b>JOB TITLE</b>	Finance/Accounting Manager II
<b>JOB FAMILY</b>	Finance & Accounting
<b>JOB NUMBER</b>	200073
<b>SALARY GRADE</b>	9
<b>DATE</b>	June 20, 2023

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### SUMMARY

Yayasan Konservasi Alam Nusantara (YKAN) is a non-profit organization which was established in Indonesia in 2014. With the mission to protect lands and waters on which all life depends, YKAN provides innovative solutions for realizing harmony between nature and humans, through effective management, non-confrontational approaches, and building collaborative partnerships with all stakeholders for a sustainable Indonesia.

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### YOUR POSITION WITH US

The Director of Finance and Operations (DFO) provides overall direction and leadership for finance and operations functions for YKAN and its related entities. The Director of Finance and Operations is a member of the Indonesia Leadership Team (ILT), responsible to drive strategic finance and operational initiatives and provide guidance to YKAN on budgeting, forecasting, and financial insight matters. This includes all activities related to finance and grants/contracts, facilities and fleet management, information systems, business administration, office management and safety. They ensure financial sustainability and achieving operational excellence. They ensure compliance to the procedures and regulations of YKAN and its global partner, donor and government of Indonesia, and ensures risks are managed and mitigated.

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### ESSENTIAL FUNCTIONS

The DFO works towards meeting the strategic priorities of YKAN by developing and directing strategies, plans and activities related to finance and operations and ensuring they are executed accordingly. Working directly with the Executive Director and Board of Trustees, they ensure financial security and sustainability of the program while helping program staff meet broad and ambitious conservation goals. The DFO directs board engagement in the financial management and financial sustainability of YKAN, including the presentation of financial information at meetings of the Board of Trustees, and Executive and Finance committees. They are responsible for ensuring the operations and financial work is a collaborative and well-integrated effort across the program, and works closely with Development, Conservation Programs, Marketing & Communications, External Affairs and other cross-functional programs in preparing budgets and other financial information for funding proposals, regular financial reports and related guidance materials.

The DFO is responsible for coordination, reporting, and insights into YKAN's financial performance from a consolidation viewpoint. This includes raising concerns and recommending improvements in the finance and operation functions. The DFO continues to be directly responsible for ensuring that YKAN follows the appropriate statutory regulations, have the proper controls, processes, and procedures.

The DFO regularly and competently provides insights and recommendations to enhance the sustainability and operations. Budgets, monthly results, and forecasts are coordinated (timely, efficiently, accurately) and prepared ensuring that the YKAN's financial status is properly analysed and communicated to individual budget holders, as well as regional and global stakeholders. This includes providing recommendations on improving business performance to appropriate management.

The DFO will also support YKAN related entities, such as (currently) SPV 1, SVP 2 and WBPU from the financial standpoint.

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The DFO leads and oversees a multidisciplinary team comprised of finance, grants, technology and information systems, and operations staff.

The DFO reports directly to the Executive Director, and is based in Jakarta.

Specifically, the DFO and their team will:

#### **Strategy Formulation and Implementation**

- Develops strategy, annual plans for Finance division.
- Contributes to the development/formulation, review and implementation of strategies and annual plans, together with Indonesia Leadership Team.

#### **Financial Management and Oversight**

- Provides financial oversight and fiscal management including budgeting, strategic financial planning, long-term financial & program sustainability, projections, preparation of periodic and ad hoc reports for the Board, Executive Director, and program directors, and works closely with regional/divisional finance staff. Discipline execution of annual budget and 5-year financial plan.
- Leads all financial report analysis; lead development of annual budgets; coordinate annual plans and budgets for all programs; develop timelines for budget submission; prepare summary documentation; secure the approval of its global partner from Asia Pacific to the annual budgets/plans; and monitor department programs for budget adherence.
- Ensures that financial systems are robust, compliant, and support current activities and future growth.
- Provide financial expertise on complex transactions, contracts, grants, and other special projects and direct or participate in negotiations for complex, high profile, or sensitive agreements.

#### **Revenues Management & Financial Sustainability**

- Supports Executive Director in creating a system to effectively monitor revenue.
- Support Executive Director in following up revenue and fundraising target with the appropriate fundraising lead (Membership, Development/Philanthropy, Marketing Communications, External Affairs) on monthly basis ensuring revenue is on track.
- Supports Executive Director in ensuring revenues are planned appropriately, pursue revenue consistently and persistently in domestic, region and international sources.
- Ensures the long-term financial sustainability of YKAN and assist in providing input/development to financial sustainability plans.
- Supports and work closely with the Executive Director in developing partnership for the development of financial instruments (such as mutual funds for conservations) and tapping into capital market.

#### **Finance, Operations, Information Technology and Administration**

- Leads and manages finance, operations and administration including technology and information systems coordination, office, inventory, facilities, and fleet management.

#### **Compliance**

- Develops guidelines and processes to ensure efficient and accurate fiscal and operational management of the program.
  - Ensures compliance with YKAN and its global partner's policies and procedures, Generally Accepted Accounting Principles and Indonesia Accounting Finance Standard Principles, financial regulation of YKAN global partner Worldwide office, Financial Accounting Standards Board requirements and serve as principal liaison with the national and regional offices in these matters.
  - Demonstrates comprehensive understanding of, sensitivity to, and compliance with laws, policies and procedures in handling confidential information.
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### **Relationship**

- Serve as principal contact and information needs.
- Interact with internal and external auditors and provide the requisite information.
- Work and communicate effectively with a wide range of people, within and outside the YKAN, the public and private sector stakeholders, vendors, and people with different personal and professional backgrounds in order to develop, negotiate, and or implement programs and projects.

### **Reporting**

- Ensure timely financial reports to relevant internal and external stakeholders, such as:
  - Monthly reporting (P&L) for each division.
  - Financial report for donors.
  - Quarterly financial update for internal and external.
- Ensure all financial audits are clean.

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### **RESPONSIBILITIES & SCOPE**

- Manages functional activity towards program's strategic goals.
- Works toward meeting the strategic priorities of the program by developing and coordinating plans and related tactics and overseeing day-to-day tasks.
- Implements and manages new initiatives.
- Manages and implements multiple projects.
- Ensures the programmatic work is collaborative and well-integrated across organization.
- Assists with development of a budget, works within a budget, and negotiates and contracts with vendors.
- Decisions may bind organization financially and legally.
- Generally supervises professional and/or administrative staff, oversees day-to-day work.
- Ensure programmatic commitments, YKAN and its global partner policies and procedures, financial standards and legal requirements are met and managed for compliance.
- Reinforces consistency in the organization's policies and procedures and provides support related to relevant field.
- Manage or participate in complex negotiations.
- Reports to leadership on activities.
- YKAN may, from time to time, assign the Employee to another location(s) in accordance with the requirements of the Employee's job description and/or YKAN's operational needs. The Employee agrees to work in such other work location(s) in Indonesia.

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### **MINIMUM QUALIFICATIONS**

- Bachelor's degree in Finance, Accounting, Business Administration or related field and 7 years related work experience, or equivalent combination of education and experience.
  - Experience working with computer and information management systems, Excel spreadsheets and databases for financial analysis, fiscal management, and/or financial reports.
  - Experience recruiting, supervising and developing staff.
  - Experience in developing, directing and implementing multiple projects.
  - Experience developing budgets, performing high level financial analysis and recommending corrective action as appropriate.
  - Experience acting as a consultant/advisor to senior executives.
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- Experience developing complex financial model & business plan, and developing conceptualize sustainable financing model.
- Experience with GAAP and not-for-profit accounting principles, practices and regulations, including government grants accounting and reporting and/or PSAK 45 Pelaporan keuangan organisasi nirlaba.
- MBA, CPA or CIA.
- Proficient in Bahasa Indonesia and English (oral and written).
- Is authorized working in Indonesia.

**DESIRED QUALIFICATIONS**

- Experience working in international setting appreciated. Experience working with local culture, local community and local government and/or local corporations.
- Demonstrated success in motivating and leading staff.
- Technical expert on complex accounting/financial issues.
- Expert knowledge of Microsoft Excel and financial systems.
- Excellent analytical and quantitative skills.
- Demonstrated success in analyzing, manipulating and interpreting data, and developing, reporting and implementing solutions.
- Service oriented. Courteous, personable, tactful and experienced dealing effectively with all levels of staff.
- MBA, CPA and/or CIA, and/or CFA.

**ORGANIZATIONAL COMPETENCIES**

<b>Builds Relationships</b>	Builds productive relationships by interacting with others in ways that enhance mutual trust and commitment.
<b>Collaboration &amp; Teamwork</b>	Works collaboratively with stakeholders across levels, geographies, backgrounds, and cultures to improve decisions, strengthen commitment, and be more effective.
<b>Communicates Authentically</b>	Communicates proactively and in a timely manner to share information, persuade, and influence with the appropriate level of detail, tone, and opportunities for feedback.
<b>Develops Others</b>	Takes ownership to help develop others' skills, behaviors, and mindsets to help them maximize their workplace contributions.
<b>Drives for Results</b>	Sets challenging goals and objectives based on a strong sense of purpose and high-performance standards and steadfastly pushes self and others for tangible results, while ensuring work-life balance.
<b>Leverages Difference</b>	Demonstrates commitment to harnessing the power of differences strategically; consistently sees, learns from, and takes strategic action related to difference; and demonstrates the self-awareness and behaviors to work across differences of identity and power respectfully and effectively with all stakeholder. Actively seeks to build and retain a diverse workforce and fosters an equitable inclusive workplace by drawing upon diverse perspectives.
<b>Systems Leadership</b>	Thinks and acts from a broad perspective with a long-term view and an understanding of 1) the dynamic nature of large-scale challenges and 2) the need for integrating five key practices: skillfully engaging appropriate people; providing a clear process for change; taking a holistic view of situations; focusing on a small number of strategic actions, while learning from and adapting them over time; and being aware of how one's own thinking or patterns of behavior may be limiting change.

*This description is not designed to be a complete list of all duties and responsibilities required for this job.*

