



## ASEAN-Australia-New Zealand Free Trade Area (AANZFTA) Economic Cooperation Support Programme (AECSP)

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### Terms of Reference

#### FINANCE OFFICER AANZFTA SUPPORT UNIT

#### Background

The Association of Southeast Asian Nations (ASEAN) Secretariat is the nerve centre of ASEAN, a regional inter-governmental organisation founded in 1967, to promote peace and stability, sustained economic growth, shared prosperity and social progress.

ASEAN signed the Agreement Establishing the ASEAN-Australia-New Zealand Free Trade Area (AANZFTA) in 2009. Following the entry into force of the AANZFTA, the AANZFTA Economic Co-operation Support Programme (AECSP) was established in 2010 by ASEAN Member States, Australia and New Zealand to assist the AANZFTA Parties in the implementation of the AANZFTA. An AANZFTA Support Unit (ASU) in the External Economic Relations Division (EERD) of the Market Integration Directorate of the ASEAN Secretariat was established in 2010 to support AECSP implementation. AECSP is currently funded until 31 December 2019. Support to economic co-operation under AANZFTA beyond 2019 is expected to be delivered through extensions with cost and subsequently a multi-year successor program to AECSP.

The ASU, among its other core functions, provides extensive implementation, monitoring and evaluation support to the AECSP. Of particular importance, the ASU ensures effective financial management of the AANZFTA Contributions and fiduciary soundness of all AECSP-supported activities following the Cooperation/Funding Contributions Arrangements and ASEAN Secretariat Financial Rules and Procedures. The ASU is currently looking for a qualified candidate for the full-time position of Finance Officer, to be based in Jakarta, Indonesia. This position is locally-recruited and equivalent to the Technical Officer level of the ASEAN Secretariat's staff structure.

#### Main Responsibilities

AECSP is a multi-stakeholder and multi-donor trade facilitation program with complex sectoral implementation plans and funding administration arrangements. The Finance Officer is therefore responsible for AECSP financial management, budgeting, financial analysis and ensuring controls and compliance in place over fund utilization. Working within relevant lines of reporting, the Finance Officer shall bear the following main responsibilities:

- **Program Financial Management:** (i) Oversee the overall AECSP financial operations including monitoring and analysing program financial positions and assisting in the formulation of AECSP strategic direction; (ii) Forecast fund flow positions, replenishment schedules and available funds for new projects; (iii) Manage overall AECSP expenditures and cost-sharing; (iv) Maintain, update and ensure accuracy of program and project financial spreadsheets; (v) Support in preparation of various AECSP financial and audit reports; (vi) Maintain a close and efficient working relationship with ASEAN Secretariat's Finance and Budget Division as well as with other functional units.
- **Project Budget Management:** (i) Work closely with ASU team in developing project budget and disbursement plan at the proposal stage; (ii) Pre-screen disbursement requests, supporting documents and prepare disbursement forms for payment authorization; (iii) Responsible for monitoring project budget utilization, journal entries, advances, settlements, reconciliation, identify issues and promptly report to ASU project team; and (iv) Review and provide inputs to project financial progress and acquittal reports.
- Perform other duties and responsibilities as may be assigned by the ASU Programme Coordinator.

## Qualifications Requirements

### Education:

- Bachelor's degree in finance or accounting and/or any other related financial management disciplines. An advanced degree in these areas is desirable.

### Experience:

- A minimum of two years of relevant working experience in accounting and/or financial management.
- Experience in accounting and financial management of a complex development or trade facilitation program
- Experience in working on ASEAN is desirable

### Competencies:

- Integrity and honesty;
- Excellent command in written and spoken English;
- Understand and comply with rules and regulations as well as organization's data privacy standards
- Strong organizational, planning, analytical skills and attention to detail;
- Strong qualitative and quantitative skills;
- Advanced MS Excel skills and ability to manage a large finance database'
- Strong ability to work effectively in teams while coordinate with relevant ASEAN Secretariat desk officers, AANZFTA Parties, proponents, project implementers;
- Ability to work under pressure and meet deadlines; and
- Ability to deal with clients with maturity, sensitivity and diplomacy.

## Remuneration and Benefits

An attractive lump-sum remuneration package at the level of Technical Officer of the ASEAN Secretariat will be offered commensurate with experience and qualifications of the successful candidate. Upon completion of the six-month probationary period, the candidate will be confirmed for the assignment, up to the duration of the AECSP.

## How to Apply

Interested nationals of Indonesia and other ASEAN Member States who are already residing and eligible to work in Indonesia are requested to send a complete set of application to [asean.hr@asean.org](mailto:asean.hr@asean.org) and copy [ecwp@asean.org](mailto:ecwp@asean.org) by **21 February 2019**, Jakarta time, indicating "**Finance Officer, AANZFTA Support Unit**" in the subject line. Women are encouraged to apply.

The Application Set must include the following documents:

- A cover letter highlighting your candidacy, suitability and potential contribution to the position;
- A Curriculum Vitae;
- Certified true copies of educational degrees and relevant certificates;
- A Complete ASEC Employment Application Form attached with a recent photograph. The Form can be downloaded at [www.asean.org/opportunities/asec-employment-form](http://www.asean.org/opportunities/asec-employment-form).

Incomplete applications will not be considered. The Selection Committee's decision is final and only shortlisted candidates will be notified.

For more information about the AANZFTA and AECSP, please visit: <http://aanzfta.asean.org/>

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