



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

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**Terms of Reference**

**FINANCE OFFICER**

(Indonesians and ASEAN Nationals Permitted to Work in Indonesia Only)

**Background**

Following the entry into force of the ASEAN-Australia-New Zealand Free Trade Agreement (AANZFTA), the AANZFTA Economic Co-operation Support Programme (AECSP) was established in 2010 by ASEAN Member States, Australia and New Zealand with a main goal to facilitate the implementation of the AANZFTA. AECSP is currently until 31 December 2021. Support to economic co-operation under AANZFTA beyond 2021 is expected to be delivered through a multi-year successor programme.

The AECSP consists of the Economic Cooperation Work Programme (ECWP) and the AANZFTA Support Unit (ASU) which is located in the ASEAN Secretariat, Jakarta, Indonesia. The ECWP consists of components linked to key commitments by the Parties under the AANZFTA. The ECWP's primary focus is on capacity development of national institutions of Parties and policy work to operationalise the AANZFTA and address AANZFTA implementation gaps. ECWP facilitates the implementation of AANZFTA and its effective use by the Parties for the development of their economies and advancing regional economic integration. The ASU supports the implementation of the ECWP and assists the FTA Joint Committee (FJC) in monitoring the overall AECSP implementation progress, informing their decision-making and implementing decisions.

The ASU is looking for a suitable Indonesian candidate to fill in the full-time position of Finance Officer to be based in Jakarta, Indonesia. The position is also open to other ASEAN nationals who are currently residing and permitted to work in Indonesia. The primary focus of the role is to provide support on all aspects of AECSP finance management in close coordination with ASEAN Secretariat, project implementers and contracted parties. The Finance Officer will work closely with the ASU team and report to the Programme Coordinator.

**Main Responsibilities**

AECSP is a multi-stakeholder initiative with complex sectoral implementation plans and follows the results-based approach in its management. Working within relevant lines of reporting, the Finance Officer shall bear the following main responsibilities:

1. Program Financial Management:

- Oversee the overall AECSP financial operations including monitoring and analysing program financial positions and assisting in the formulation of AECSP strategic direction;
- Forecast fund flow positions, replenishment schedules and available funds for new projects;
- Manage overall AECSP expenditures and cost-sharing;

- Maintain, update and ensure accuracy of program and project financial spreadsheets;
  - Support in preparation of various AECSP financial and audit reports; and
  - Maintain a close and efficient working relationship with ASEAN Secretariat's Finance and Budget Division as well as with other functional units.
2. Project Budget Management:
- Coordinate with and advise ASU team on project budget management, identify issues and promptly report to and discuss with ASU team for a practical solution; and
  - Review and provide inputs to project financial progress and acquittal reports.
3. Perform other duties as may be assigned by the ASU Programme Coordinator.

## Qualifications Requirements

### Education

The Finance Officer should hold a Bachelor's degree in finance or accounting and/or any other related financial management disciplines. An advanced degree in these areas would be an advantage.

### Experience

- A minimum of two years of progressively responsible experience in accounting and/or financial management of a complex cross-sectoral or multi-donor trust fund
- Demonstration of the ability to adhere to control systems, ensuring highest level of compliance to policies, accuracy and integrity in managing trust funds, producing accurate and reliable data for decision making.
- Proven ability to identify and assess changes that could significantly improve financial management systems, evaluate and communicate deficiencies in a timely manner to supervisor and team for a practical solution.
- Good understanding of standard budgeting and financial management procedures including preparation of monthly, quarterly, and annual budget vs. actual expenditure
- Experience in working with ASEAN countries and/or adequate knowledge of AANZFTA, ASEAN and the ASEAN Economic Community;
- Experience in working with international and/or regional organisations would be desirable.

### Competencies:

- Good command in written and spoken English;
- High proficiency in database applications and MS Excel;
- Keen and attention to details;
- Strong ability to communicate and work effectively in a multicultural team while coordinate closely with relevant ASEAN Secretariat desk officers, AANZFTA Parties, project implementers and contracted parties;
- Strong interpersonal skills and ability to deal with colleagues and clients with maturity, sensitivity and diplomacy; and
- Ability to organize work, deliver under pressure and meet deadlines;

## Remuneration

An attractive lump-sum remuneration package at the level of 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

- You are invited to send your application to [asean.hr@asean.org](mailto:asean.hr@asean.org) and copy [ecwp@asean.org](mailto:ecwp@asean.org) by **23 January 2020**. Please use the following heading for the subject of your email: **Finance Officer, AANZFTA Support Unit**.
- A complete application includes:
  - **A Cover Letter** summarizing your candidacy, suitability for the advertised position and potential contribution to the team;
  - **A Curriculum Vitae**;
  - **Certified true copies of educational certificates**; and
  - **A complete ASEAN Secretariat 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).
- Women are encouraged to apply.
- The Selection Committee's decision is final and only shortlisted candidates will be notified. Incomplete applications will not be considered.
- For more information about the AANZFTA and AECSP, please visit: <http://aanzfta.asean.org/>