

# VRIENS & PARTNERS

NAVIGATING THE POLITICS OF BUSINESS

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## FINANCE MANAGER, INDONESIA

Vriens & Partners (V&P) is the leading government affairs consulting firm in Southeast Asia. Operating in the most dynamic part of the world, Vriens & Partners is headquartered in Singapore, with offices in the Philippines, Vietnam, Indonesia, Thailand, Myanmar, Malaysia, and Cambodia. Our team comprises 110 full-time employees from over 10 nationalities, as well as 30 senior advisors from across the region.

V&P's culture is open, welcoming, and fast-paced, where everyone can voice their opinion and make a positive impact. Our collaborative approach across diverse teams and industries allows for employees to grow as individuals and consultants and build new standards of achievement.

Our clients are primarily major multinationals, along with various business associations and non-governmental organizations. A growing advisory firm, V&P offers a challenging and unique work environment, as well as exposure to multiple business sectors. Find out more at [www.vrienspartners.com](http://www.vrienspartners.com).

The V&P team is seeking a **Finance Manager** to join our team in Jakarta, Indonesia on a full-time basis. V&P offers a challenging and fulfilling work environment, competitive remuneration, and other staff rewards and benefits.

### POSITION

The Finance Manager will work alongside the Country Director, Office Manager, Indonesia consultants, and the Regional Finance team (based in Singapore) to support and ensure the smooth running of the office.

We expect the candidate to be well-organized, an independent and dedicated worker, and to have a strong understanding of required business processes for Indonesian companies. Candidates with experience supporting foreign invested entities preferred.

### PRIMARY RESPONSIBILITIES

- Prepare and maintain full set of accounts.
- Budget preparation and forecasting.
- Maintain regulations on internal spending.
- Prepare monthly operating expenses cashflow forecast to HQ.
- Responsible for all accounts payable functions, including staff reimbursement claims.
- Perform month-end close activities & reporting, strictly adhering to HQ reporting deadlines.
- Prepare monthly financial reporting, for compliance to regulatory authorities.
- Prepare monthly accounts and bank reconciliation.
- Prepare payments for payroll (including Personal Income Tax and Social Security contributions calculations), vendors and staff reimbursement claims.
- Prepare Withholding Tax Certificate and monthly reporting submission to Revenue Department.
- Liaise with clients on accounts receivables collection matters and vendor registration process.
- Liaise with auditors and regulatory authorities (including all government permits and filings), responding to any queries and ensure compliance to statutory requirements.
- Ensure up-to-date compliance on relevant government requirements affecting operations (including Tax, Labor, Social Security, etc)

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- Other Ad Hoc duties as assigned.

## QUALIFICATIONS

- Bachelor degree in accounting, finance, or a similar qualifications.
- At least 8 years of working experience in accounting and finance, with good knowledge of local accounting regulations & procedures and exposure to IFRS standards.
- At least BREVET A and B qualifications is a requirement.
- At least Intermediate proficient level of Microsoft Skills (including Excel).
- Excellent written and oral communication skills in both English and Bahasa Indonesia.
- Experience with Oracle Netsuite accounting software will be an advantage.
- High level of personal responsibility and can work independently.
- Detail-oriented, efficient, organized, a problem-solver.
- Able to perform under work pressure and deadline.
- Able to start work immediately (strong advantage)

## ADDITIONAL INFORMATION

- Schedule: Monday – Friday (full time) with understanding that weekend/urgent overtime work may be required on an occasional basis.
- Travel: Occasionally

Interested candidates should send their applications to [careersindonesia@vrienspartners.com](mailto:careersindonesia@vrienspartners.com) by the submission deadline of **7<sup>th</sup> July 2024**, and indicate the position being applied for in the subject line. Please include a photo headshot in the cover letter and indicate the following in the resume:

- **Availability / notice period**
- **Last drawn salary**