

## **Finance and Administration Assistant Manager, Indonesia (Temporary, Maternity Leave Contract) Based in Jakarta**

### **Background:**

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 Indonesia, Myanmar, Thailand, Vietnam, Malaysia, the Philippines and Cambodia. Our team comprises 80 full-time employees from over ten nationalities, as well as 40 senior advisors from across the region.

Our clients are primarily major multinationals, along with various business associations and non-governmental organizations. A young, 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)

### **Position:**

We are looking for Finance and Administration Assistant Manager for a three to four-month maternity leave contract. Reporting directly to the Country Directors at the Indonesian office, as well as the Finance and Administration team in Singapore, you will work to ensure the smooth operations of the Jakarta team.

Ideally, you will work with our current Finance and Administration Assistant Manager for two-to-four weeks before they go on leave to: study how V&P operates; understand your key tasks; learn the correct operating procedures etc.

This is a good opportunity for someone with experience managing an office that includes local and international staff – or an ambitious individual who is looking for a short-term opportunity to build management skills quickly in a lively environment.

### **Vision:**

We're looking for a professional, reliable and trustworthy individual who is able to work both independently and within a team. You will be highly organized and proficient in tax and payroll. You will need to be able to communicate in Indonesian and English.

### **Requirements:**

- At least five years of relevant experience. A minimum one year of managerial experience is greatly desired.
- Graduates from local polytechnics or those with Diploma in Accountancy are welcome to apply
- Proficiency in MS Office application especially Excel
- Experience with QuickBooks accounting system preferred
- Motivated self-starter and team player
- Proficient with the Indonesian tax regulatory framework
- Speaks English
- Able to start work in late April/early May

### **Key Responsibilities:**

#### Finance

- Prepares and maintains accounting records in the accounting system
- Prepares monthly accounting reports for submission to Singapore Head Office
- Prepares monthly operational cashflow estimates
- Prepares payments to suppliers and staff payroll

# VRIENS & PARTNERS

*Navigating the Politics of Business*

---

- Liaises with auditor, bankers, tax agent and relevant regulatory bodies when needed
- Handles all taxation and BPJS related matters for the employees
- Maintains proper and systematic filing of documents
- Liaises with external parties (e.g. clients' finance teams) for billing matters when needed
- Keeps track of clients' payments and alerts the Indonesia office management as soon as a payment is overdue

## Administration

- Answers the main office phone line
- Receives clients, guests and service providers at the office
- Maintains filing system for essential correspondences and documents, as well as company reports to clients and rep office records (Insurance, Office Equipment Service Maintenance, etc.)
- Maintains a ready supply of office stationery, business cards, pantry supplies (coffee, fruit etc.)
- Manages a mailing list for company communication purposes
- Organizes meetings, business trips, hotel and flight bookings, catering for employees/guests/clients as necessary
- Handles and keep tabs on facility management and office maintenance matters (including liaising with vendors for furniture and fittings, internet providers, etc.)
- Track and update leave and absence request forms of all office staff (including sick leave);
- Support on health insurance registration if needed
- Organizes and process claim expenses for the Indonesia Office Management Team
- Organizes and send company announcements – office holiday (regionally) and staff on leave;
- Supports in visas' applications for foreign staff

## Additional Information

Interested candidates should send their applications to [careersindonesia@vrienspartners.com](mailto:careersindonesia@vrienspartners.com) and indicate the position and location being applied for in the subject line. Please include a cover letter and current resume.