

Position Title	<i>PERINTIS Administration, COVID-19, and Finance Specialist</i>
Long Term/Short Term	Long Term Position (6 months plus possible extension))
Reports To	PERINTIS Team Leader
Job Specification	<p><i>Qualifications:</i></p> <ul style="list-style-type: none"> • A Diploma III, first degree or higher in relevant fields of either business, finance accountancy, or government <p><i>Experience:</i></p> <ul style="list-style-type: none"> • Minimum of 10 years' experience as a business or finance manager, accountant • Demonstrated experience in working with business, government CSO/CBOs education and training institutes. training and education institutions • An understanding of the issues of supporting and empowering women, disadvantaged and vulnerable groups including people with disabilities. • Experience working with international donor organisations such as DFAT will be highly regarded <p><i>Responsibilities:</i></p> <p><i>The Administration and Finance Specialist will:</i></p> <ul style="list-style-type: none"> • Provide support to the TL and DTL and PERINTIS team members regarding the recording and management of all administration and financial issues • The Admin and Finance person will be the person directly responsible to ensure the COVID-19 safe plans are in-place and being implemented and that all COVID-19 consumable and equipment are in stock and well-managed in their allocation • The Admin and Finance Manager will supervise all staff, either PERINTIS appointed or contracted to ensure they operate in a COVID-19 safe manner and undertake their duties appropriately, e.g., bus conductor taking temperatures, sanitising passenger hands, ensuring they are not sitting side by side and they are wearing masks • Work closely with the Scope Global Finance/Project Manager to ensure all expenditure is part of the PERINTIS budget and that administration documentation supports transparent financial practices • Work closely together with each PERINTIS specialist to ensure funding for each activity is well planned and recorded and that cash flow requirements are known prior to planned events occurring so that implementation delays are avoided • Together with the PERINTIS TL, DTL and Scope Global Finance/Project Manager open PERINTIS bank accounts in Palembang in accordance with Scope Global /KIAT and DFAT procedures • Develop procedures with Scope Global and open a petty cash account for small PERINTIS expenditures approved by the PERINTISTL/DTL such as fuel, tolls, stationary items, printing etc • Work collaboratively with the PERINTIS 2TL/DTL to provide relevant Admin and Finance information to KIAT management in Jakarta • Work closely with each member of the PERINTIS team to ensure the activities they are responsible for are kept within budget and are delivered on time

	<ul style="list-style-type: none"> • Ensure all PERINTIS funds are expended accurately and transparently in line with the PERINTIS budget and the financial policies of Scope Global, KIAT and DFAT • Together with Scope Global Finance/Project Manager arrange for fraud awareness training for all specialist and staff of PERINTIS and to be made aware of DFAT's "zero tolerance to fraud" approach adopted by all Australian Aid funded projects <p><i>Gender Equality and Social Inclusion and Civil Society Engagement</i></p> <ul style="list-style-type: none"> • As Gender Equality and Social Inclusion and Civil Society Engagement form the foundation for the PERINTIS Pilot Program ensure all decisions and actions are consistent with GEDSI principles including all operational and implementation aspects of PERINTIS
<p>Reporting Requirements (All reports provided to TL /DTL for inclusion in main PERINTIS reports)</p>	<ul style="list-style-type: none"> • Monthly reports on expenditures to DTL/TL and Project Manager (PM) in accordance with the PERINTIS budget highlighting any expenditure exceptions that need attention • Provide support to the TL/DTL Annual, Progress and Six Monthly reporting on PERINTIS activities relating to progress and expenditure against budget • If PERINTIS is extended past June 2022 provide input into the Annual Plan 2022/23 focusing on financial progress and targets and any changes required for the coming twelve months • If PERINTIS is not extended contribute to the completion report due in June 2022 focusing on overall effectiveness of the Admin and Finance program in supporting the PERINTIS program within the communities in which it operated