



Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive, and you will be expected to undertake such duties as may be assigned to you by the Foundation from time to time. WFD is a small team and staff are expected to be flexible in their work in order to deliver the objectives of the organisation.

Job title	Programme Administrative and Finance Assistant (PAFA)	Location	Jakarta, Indonesia
Contract type	Fixed term full-time - Contract for Services	Contract length	September 2019 – March 2020
Starting salary	Competitive local salary		

Context

The Foundation

Westminster Foundation for Democracy (WFD) is an independent foundation sponsored by the Foreign and Commonwealth (FCO) and the Department for International Development (DFID) specialising in parliamentary strengthening and political party development. It does this primarily by supporting the development of parliaments, political party structures and civil society organisations.

Established in 1992, WFD has supported transitions to democracy in central and Eastern Europe, strengthened multi-party democracies in Africa, and extended its work to Asia and Middle East and North Africa in recent years. In 2012, the organisation celebrated its 20th anniversary – a year in which it's set to greatly increase its role and impact as a world leader in supporting the development of democracy. For more information, please visit www.wfd.org

The Programme

WFD is looking for an experienced Programme Administration and Finance Assistant (PAFA) based in Jakarta, Indonesia to support the implementation of WFD's Inclusive and Accountable Politics (IAP) Project funded by DFID and Human Rights Sensitive Local Legislation Project funded by the UK, Canadian and Norwegian Embassies.

The Indonesia IAP is designed to strengthen the Indonesian House of Representatives (DPR) to perform effective oversight towards government performance, both in spending GOI's budget and in implementing the legislations. The programme will help create a strong and effective Public Accounts Committee (PAC) of the Indonesian Parliament to enable robust oversight of GOI's performance by the parliament, with a particular focus on the *value for money* of the GOI's spending, including that allocated for SDGs, and use them as evidence



for committees to debate the subsequent government budget proposals. At the same time, the programme will also promote transparent and accountable oversight processes in the parliamentary processes by supporting DPR in implementing its Open Parliament action plan. Whereas the human rights project is intended to contribute to the efforts in reducing discriminatory bylaws or local regulations (PERDA) through strengthening the Committee for Local Legislation Affairs of the House of Regional Representatives (DPD), sub-national parliaments (DPRDs) and relevant units of the provincial governments and the Ministry of Home Affairs in conducting rights-based pre-legislative scrutiny and post-legislative scrutiny, with the particular focus on discriminatory bylaws against women, people with disabilities (PWDs), and other minorities. Along the way, those programmes will also support active public participations into the processes by partnering with key civil society actors through stakeholder consultations aiming at improving citizen driven accountability of public finances and inclusive legislations.

Main purpose of the role

The Programme Administrative and Finance Assistant (PAFA) will play a critical role in assisting the Indonesia Country Representative and Programme Officer to implement WFD’s programmes. This role is responsible for the accurate and efficient preparation and coordination of financial and administrative procedures related to the programme. This role will need to communicate effectively both internally within the programme office and WFD’s head office in London and externally with other key stakeholders. While the role is part of a team, it is expected to work with limited supervision.

Management and key relationships

Staff managed¹	None
Reports to²	Indonesia Country Representative

Key Relationships

- Programme Coordinator, Jakarta
- WFD Finance and Programme team in London, including: Programme Officer, Programme Management Accountant, Office Manager.
- Other WFD staff members within the Asia region, as appropriate
- Liaise with relevant external partners, consultants, stakeholders, embassies/high commissions, and contractors (travel agents, airlines, hotels) on logistical and administrative issues

Main Duties

I	<p>Financial administration</p> <ul style="list-style-type: none"> • Assist with the preparation of the Programme budget • Produce monthly expenditure reports and monitor expenditure within the Programme budget lines • Prepare monthly programme reconciliation and forecast
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¹ Please note WFD reserves the right to increase or reduce the number of staff managed according to the needs of the organisation.

² Please note WFD reserves the right to change the line of management according to the needs of the organisation.



	<ul style="list-style-type: none"> • Prepare quarterly financial report in line with WFD and donor requirements • Process local income and expenditure and input all transactions onto the SAGE online accounting system • Process invoices and bills relating to the Programme and in line with WFD policy • Day-to-day management of petty cash and local bank account • Monthly bank reconciliations • Preparation of monthly accruals • Preparation and analysis of local cash flow – funds cash requests to WFD London Head Office
2	<p>Administrative support/office management</p> <ul style="list-style-type: none"> • Liaise with programme suppliers and service providers • Apply procurement process consistent with WFD policy • Ensure documents and files are accessible and appropriately filed • Order office stationery and supplies • Maintain the office asset register • Responsible for the correct functioning of office equipment • Bills payments and small purchases • Copy typing
3	<p>Logistical support</p> <ul style="list-style-type: none"> • Provide logistical support to programme activities such as booking venues, flights, transport, accommodation and organising catering, etc. • Work closely with the London office to provide support for visits to and from the UK • Assist the Indonesian Country Representative during events to ensure activities run smoothly • Help organise meetings for the Indonesia Country Representative and other programme stakeholders • Assist in maintaining contact with key players, including donors and implementing agencies working in the same field
4	<p>Risk Management</p> <ul style="list-style-type: none"> • To maintain an understanding and awareness of WFD’s risk management policy and procedures and to report any actual or potential incidence where WFD could be operating outside its ‘risk appetite’.

Person Specification

Knowledge, skills and experience

	Requirement	E/D³	Evaluation⁴
I	First degree or similar, in a relevant discipline for eg. business studies, office administration, project administration, accountancy or bookkeeping	E	Application and interview

³ Essential or desirable

⁴ This is relevant for recruitment purposes and sets out how a candidate will be assessed against requirements. Options are application form (App), interview (Int) or test (Test)



2	Experience of, and excellent abilities in, financial administration including management of cash flows, balance sheets, sizeable budgets (planning, monitoring and reporting), and experience of using accounting packages (e.g. SAGE)	E	Application, interview and test
3	At least two years' experience in office administration, with high levels of proficiency in Microsoft Office (Excel, Word, PowerPoint, databases)	E	Application, interview and test
4	Experience of project management and in particular gathering and consolidating information for monitoring and evaluation and impact reporting	E	Application and interview
5	Excellent levels of spoken and written English	E	Application and interview
6	Experience of procurement, and use of hardware, software, scanners and other office equipment	E	Application and interview
7	At least two years' experience in a similar role, in a similar type of organisation (preferably an NGO or international representative office environment)	D	Application and interview
8	Knowledge of the Westminster Parliamentary system and Political Parties, UK and international funding institutions and donor agencies.	D	Interview
9	Sound Sinhalese and Tamil oral and written skills necessary to communicate with key stakeholders	D	Application and Interview
Competencies⁵			
	Requirement	E/D	Evaluation
1	Analysis and judgement - Attention to detail, understands the importance of gathering and processing information accurately. Develops systems to gather data needed by the organisation	E	Application and interview
2	Working with others - Recognises that other teams, organisations and communities have different ways of doing things, takes time to understand these and to establish shared understanding and goals. Seeks advice and ideas from others and proactively shares information and learning.	E	Application and Interview
3	Communicating and influencing - Anticipates the needs and concerns of WFD staff and stakeholders and prepares to address these. Tailors communications (written, verbal, presentations) to the audience and designs communication for impact.	E	Application & Interview
5	Delivering results - Tackles difficult problems, seeks to understand the reason for obstacles and takes personal responsibility for finding solutions. Asks questions to clarify expectations and to agree goals.	E	Application & Interview

⁵ Competencies articulate the behaviours which an organisation expects its staff to demonstrate in the course of their work both to reflect organisational values and add significance and worth.



	Commitment to task in hand and dedicated to delivering on objectives with the allocated time		
6	Organisation and multi-tasking - Excellent organisational skills, motivated, able to multi-task efficiently, and familiarity with working within a challenging and time-sensitive environment	E	Application & Interview