

## Term of Reference

### Finance & Project Administration Officer

Coral Triangle Center (“CTC”) is a foundation based in Indonesia with a regional scope and global impact. Established in 2010, CTC works closely with local communities, the private sector, governments, and partners to strengthen marine resource management in the Coral Triangle to protect coral reef ecosystems, ensure sustainable livelihoods, and enhance food security.

We support on-the-ground conservation in Bali, Maluku, and Timor-Leste. We lead learning networks of women leaders, local government executives, and marine protected area practitioners in Indonesia, Malaysia, the Philippines, Papua New Guinea, the Solomon Islands, and Timor-Leste. We are developing our Center for Marine Conservation in Bali as an integrated learning space for training programs, outreach activities, interactive exhibits, and artistic and cultural performances to influence millions of people to care for our oceans and those who depend on them.

We, at CTC, continue to work towards our aim to inspire people to care for the oceans. Since our establishment in 2010 until 2024, we have protected 435,000 hectares of critical marine habitat. We have trained more than 7,600 people to support marine protected areas and sustainable fisheries management throughout the Coral Triangle region. More than 20,000 people have visited our Center for Marine Conservation, many of whom have been inspired to take direct action to protect our oceans. In the last three years, we have reached an average of 200,000 people annually to care for our seas via our social media channels. In 2022, we started our monthly children’s education program and engaged more than 500 schoolchildren in Indonesia to become future stewards of our planet.

One of the priority focus areas for CTC is the Banda Sea, a unique and diverse marine ecosystem renowned for its rich marine biodiversity. It hosts a variety of coral, reef fish, and pelagic fish species. The sea also serves as a crucial passage for large marine mammals such as the majestic blue whale. It is home to a range of marine life, including reef sharks, hammerhead sharks, and sea turtles, making it a significant area for marine conservation and sustainable development.

The Banda Islands Marine Protected Area (MPA) network situated in Maluku Tengah District, part of Maluku Province was established to protect and manage some of the most diverse and distinct marine ecosystems in the world. The area includes 11 small islands with 18 villages. 85% of the population is engaged in low-income occupations like fishing and farming, while the rest 15% work as government employees or other jobs.

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<b>JOB TITLE</b>	:	<b>Finance and Project Administration Officer</b>
<b>DEPARTEMENT</b>	:	<b>Finance, Accounting, Tax and Grants</b>
<b>RELATED POSITION TITLE</b>	:	<b>Finance &amp; Project Administration Officer</b>

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### **ESSENTIAL FUNCTIONS:**

CTC is finalizing a five-year grant from the Blue Action Fund (BAF) to “Strengthening Marine Protected Areas and the Protection of Endangered Species in the Banda Sea, Indonesia”. This project aims to enhance the design and sustainability of Marine Protected Areas (MPAs) and Locally Managed Marine Areas (LMMAs) in the Banda Islands by providing capacity building for effective MPA management, engaging communities in the blue economy, and establishing sustainable conservation finance mechanisms. The objectives include improving MPA and LMMA management, diversifying the economy, and promoting community compliance with regulations and sustainable fishing practices to safeguard coral reefs and Endangered, Threatened, and Protected (ETP) species. These sites will serve as a model for similar initiatives in the remote Indonesian island ecosystems, contributing to healthier seas that benefit both people and nature.

To ensure effective management of the grant funds and compliance with donor regulations during the inception phase, field implementation and reporting, the project seeks a qualified national professional to serve as a full-time Finance & Project Administration Officer based in Bali with frequent travel to project sites as necessary. This position is responsible to support effective management of grant funds and full compliance with donor regulations throughout the project cycle.

This position assists the field-based project team to ensure that all transactions are accurately processed, recorded, and reported in line with CTC procedure and donor requirements. Working closely with the Finance & Grants Specialist and program delivery teams based in Ambon, the Finance & Project Administration Officer will liaise with the Finance, Accounting, Tax, and Grants Team in Bali for smooth communication and timely coordination in managing project administration requirements.

This position reports to the Finance & Grants Specialist based in Ambon and Finance, Accounting, Tax & Grants Team in Bali.

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### **DUTIES AND RESPONSIBILITIES:**

#### **Finance & Accounting**

- Assist in processing day-to-day financial transactions, including voucher review, payments or reimbursements.
- Maintain accurate and up-to-date financial records and accounting journal entries in CTC’s accounting software.
- Support the preparation of payment request forms, vouchers, invoices, and receipts in accordance with organizational and donor requirements.
- Assist in monthly bank reconciliation and expense reporting.
- Prepare monthly financial reports according to the donor’s formats to be reviewed by Finance & Grant Specialist and Finance & Accounting Manager.
- Provide support during audits.
- Manage the filing of accounting records and regularly review the organization of these records.
- Propose wire transfers to pay project expenses, prepares bank vouchers for financial transactions and routes them for approval signatures.
- Reviews and ensures adherence to donor administrative/financial compliance procedures and budget for all expenditures.
- Maintain regular communications and coordination between field office and relevant team in Bali office on accounting and financial related matters and provide information as required.

**Project Administration**

- Assist in keeping track of project activities such as workshops, training, meetings, and field visits.
- Maintain project records and ensure compliance with organizational and donor requirements.

**General Administration**

- Support the preparation of project documentation including contracts, procurement files, and administrative forms.
- Provide logistical support for staff and consultants (e.g. travel bookings, accommodation, transport) in coordination with the relevant staff.
- Maintain inventory record and coordinate procurement activities in line with policies.
- Perform other administrative tasks as required.

**QUALIFICATIONS:**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field.
- At least 2 years of experience in finance, accounting and/or project administration, preferably with NGOs or donor-funded projects.
- Basic knowledge of accounting principles and financial procedures.
- Strong organizational and time management skills with attention to detail.
- Proficient in Microsoft Office (Word, Excel, PowerPoint); experience with accounting software is an advantage.
- Good communication skills in Bahasa Indonesia and English (written and spoken).
- Ability to work independently as well as part of a team.

**COMPLEXITY/PROBLEM SOLVING:**

- Ability to interpret guidelines & analyze factual information.
- Duties may require non-routine analysis, research and follow through.
- Ability to complete multiple & variable less defined assignments in a timely manner
- Must be willing to travel to remote sites (Maluku, Banda, Lease, Hatta Islands)

**COMMUNICATIONS/INTERPERSONAL CONTACTS:**

- Strong communication skills.
- Communicates clearly and in a timely manner to respond to queries and resolve problems.
- Demonstrate professional, positive, approachable attitude/demeanor and discretion.
- Work with and communicate with a wide range of people including; the public, program leadership, influential donors, and partners.

**Job Type:** Full-Time based in Sanur, Bali.

**Working Hours:** Monday to Friday, from 09:00 WIT to 17:00 WIT.

Please send your CV through email: [hrecruitment@coraltrianglecenter.org](mailto:hrecruitment@coraltrianglecenter.org)

(Applications accepted until the position is filled.)

**Coral Triangle Center is an Equal Opportunity Employer**