

Term of Reference

Finance & Grant Specialist for the Banda Sea Project

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.

JOB TITLE	:	Finance & Grant Specialist
DEPARTEMENT	:	Finance, Accounting, Tax & Grants
RELATED POSITION TITLE	:	Finance & Grant Specialist

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 & Grant Specialist based in Ambon with frequent travel to project sites as necessary. This position is responsible to ensure effective management of grant funds and full compliance with donor regulations throughout the project cycle.

The Finance & Grant Specialist will oversee financial management, accounting, procurement, and sub-awards to selected local organizations. The role supports the program team in implementing project activities in a cost-effective manner and in line with donor requirements, ensuring that all transactions are accurately processed, recorded, and reported in coordination with the Finance, Accounting, Tax, and Grants Team in Bali.

Working closely with the Banda Sea Project Manager, Maluku Portfolio Manager, and program delivery teams, the Specialist will also mentor and train local partners to strengthen their accounting and financial systems, ensuring they are auditable and compliant. The position will lead periodic financial reporting and provide regular support to the Bali Office in reviewing financial transactions and operations.

This position reports to the Finance and Accounting Manager and day-to-day coordination with the Project Manager.

KNOWLEDGE/SKILLS:

- Bachelor’s degree in finance/accounting; CPA or equivalent certification such as Brevet A & B preferred
- 5-7 years of experience in financial management, grants administration, or donor funded projects.
- Solid understanding of Indonesia Accounting Principle (PSAK) and Indonesia Tax Law including its application.
- Skilled in donor compliance and reporting format for bilateral (e.g. DFAT, USAID, EU) and multilateral donors (e.g. UN, World Bank, GEF), including financial narrative reporting.
- Experience with budget development, forecasting and variance analysis across multi year and multi donor portfolios.
- Technical problem solver in complex accounting reconciliation, audit preparation and risk management.
- Ability to manage sub-awards including due diligence, financial monitoring and capacity building for local partners.
- Familiarity with procurement regulations, contracting procedures and field office management.

- Proficiency in Microsoft Office applications (Excel, Word, Powerpoint, etc.), Google Workspace and familiarity with Accounting softwares. Comfortable working with cloud-based system and digital archiving.
- Strong organizational skills and accuracy, attention to detail and ability to multi-task.
- Ability to multi-task, prioritize deadlines and work independently or in cross-functional teams.
- Good written and verbal communication in English and Bahasa Indonesia
- Commitment to transparency, integrity, and continuous improvement in financial practices.
- Familiarity with environmental or conservation finance frameworks.
- Experience in remote project finance, infrastructure or community development-related procurement.
- Familiarity with audit trail documentation, supporting schedules, and financial close-out procedures.

COMPLEXITY/PROBLEM SOLVING:

- Ability to interpret guidelines & analyze factual information.
- Ability to lead efforts on complex assignments with many variables, to set realistic deadlines and manage a timeline.
- Ability to adapt with the processes in response to changing circumstances.
- Ability to interpret complex financial regulations and provide guidance to partners to ensure compliance.
- Duties may require non-routine analysis, research and follow through.
- Ability to complete multiple & variable less defined assignments in a timely manner.

DUTIES AND RESPONSIBILITIES:

Finance & Tax Management (50%)

- Perform routine accounting and finance operations, including reconciliation of accounts with the Senior Accountant.
- Organize and maintain financial and accounting records; conduct regular reviews to ensure completeness and audit readiness.
- Assist the Finance & Accounting Manager in preparing donor financial reports and internal financial summaries.
- Verify vouchers and expense claims to ensure accuracy, completeness, and compliance with approved budgets and donor-specific regulations.
- Review all expenditures to ensure adherence to public donor administrative and financial compliance procedures and oversee account reconciliations to ensure financial accuracy and transparency.
- Perform high level of control for project advances both for project staff and sub-recipients; reconcile advances against submitted reports and relevant supporting documents.
- Coordinate petty cash with Field Office Coordinator and project-related transactions; recommend and implement improvements when necessary.
- Maintain detailed records of tax filings and assist the reconciliation with the Accountant for timely tax filling purposes.
- Lead the preparation of periodic reports on grant fund utilization.
- Perform other duties as required within the scope of financial and grants management.

Grants Management & Procurement (50%)

- Conduct financial monitoring of grant-funded activities, including the collection, review, and validation of financial data and supporting documentation from implementing partners and internal teams.
- Assess the reasonableness, allocability, and allowability of charges in accordance with donor cost principles and organizational policies.

- Monitor grant expenditures against approved budgets, flagging variances and advising program teams on corrective actions or reallocation needs.
- Maintain up-to-date records of grant disbursements, financial reports, and audit-ready documentation for each funding stream.
- Conduct due diligence and financial assessments of vendors and sub-recipients of awards prior to engagement.
- Contribute for the improvement and effective implementation of regranting procedure through documentation of lessons learnt, best practices from the processes.
- Lead and coordinate procurement processes in alignment with donor regulations and internal procurement policies, ensuring transparency, competitiveness, and value for money.
- Prepare and manage procurement documentation including RFQs, bid evaluations, purchase orders, and vendor contracts.
- Ensure timely and compliant procurement of goods and services to support project implementation, including logistics coordination for remote field operations.
- Collaborate with program and operations teams to forecast procurement needs and align them with grant timelines and budget ceilings.
- Maintain a procurement tracker and grant compliance dashboard to monitor key milestones, deadlines, and risk indicators.
- Support donor reporting by providing accurate financial data and procurement summaries, including expenditure tracking and asset management updates.

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, government, program leadership, influential donors, and partners. Work in partnership with other organizations in a collaborative or advisory role.

Job Type: Full-Time based in Ambon

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

Please send your CV through email: hrecruitment@coraltrianglecenter.org
(Applications accepted until the position is filled.)

Coral Triangle Center is an Equal Opportunity Employer