## Finance Director Job Description

<table>
<thead>
<tr>
<th>Title</th>
<th>Finance Director</th>
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<tbody>
<tr>
<td>Department</td>
<td>Finance</td>
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<tr>
<td>Reports to</td>
<td>ASRI Executive Director</td>
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<tr>
<td>Status</td>
<td>Full-time (40 hours/week), contract</td>
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<tr>
<td>Location</td>
<td>West Kalimantan, remote option available depending on candidate, with frequent travel to ASRI sites</td>
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<tr>
<td>Timeline</td>
<td>As soon as possible</td>
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<td>Salary &amp; Benefits</td>
<td>IDR 23-30 million/month, work from home options, supportive and team-oriented work environment, and more</td>
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<td>Deadline</td>
<td>Rolling recruitment until position is filled</td>
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### ABOUT ASRI
Alam Sehat Lestari (ASRI) is an innovative planetary health non-profit located in West Kalimantan, Indonesia, and works to conserve the biodiversity of tropical rainforests by meeting the surrounding communities' health and economic needs. Since 2007, ASRI has worked around Gunung Palung National Park (GPNP), a 108,000-hectare rain forest in West Kalimantan that serves as home to 5-10% of the world's remaining orangutans and a watershed for 60,000 people. The ASRI Clinic, and our future hospital, provide high-quality, discounted health care to local communities in exchange for commitments to forest conservation. ASRI is a world-renowned organization that has been recognized with multiple awards globally and within Indonesia including the Kalpataru Award. Our integrated work with human health and conservation has brought about a dramatic decline in logging. In 2018, ASRI expanded to villages near Bukit Baka Bukit Raya National Park (BBBRNP) in Melawi regency, West Kalimantan, a 181,090-hectare rainforest in central Borneo, critical for orangutan reintroduction.

### POSITION OVERVIEW
The Finance Director will provide leadership, direction, and management to the overall finance function. The successful candidate will be a hands-on and participative manager and will lead and develop an internal team to support all aspects of finance, grant management, and budgeting. The Finance Director will play a critical role in partnering with the senior leadership team in strategic decision making and operations as ASRI continues to enhance its quality programming and build capacity. This is a tremendous opportunity for a finance and operations leader to...
maximize and strengthen the internal capacity of a well-respected, high-impact organization that is poised to expand nationally.
ROLE & RESPONSIBILITIES

Strategic Leadership
- Provide leadership, direction, and management to the overall finance function of the organization, ensuring that the function is properly structured, staffed, trained, developed, motivated, and compensated.
- Lead and manage the financial planning, capital, and operational budgeting processes; and provide financial analysis for growth strategy, and funding strategy to sustain growth.
- Lead and manage the implementation of finance projects, such as process improvements.
- Continuous supervision of compliance with Standard Operating Procedures.

Financial & Grants Management
- Lead annual planning and budget.
- Oversee and approve expenditures as requested bimonthly by budget holders.
- Review and analyze monthly financial budgets, both actual and forecast. Direct and manage the program budgets in accordance with the approved annual budget and monitor the expenditures on an on-going basis. Monitor monthly grant budgets and actuals to ensure timely completion.
- Provide leadership and support for all financial management areas, including accounting, payments, grant expensing and tracking, reporting systems and procedures. Coordinate with related staff to ensure that project budgets, accounting and fiscal control procedures are implemented effectively.
- Supervise the daily work of the finance staff team.
- Keep abreast with the latest trends in financial accounting and mentor staff. Build capacity of finance staff on financial policies and procedures, GAAP practices, etc.
- Manage strict processes and controls around cash movement and cash deployment.
- Carry out a proper and continuous analysis of financial resources and cash flow to ensure the availability of funding for the core programs.
- Lead and manage due diligence process as required by grantors
- Maintain robust financial management and reporting systems for internal and external reporting (including Boards, regulatory bodies, and other stakeholders).
- Ensure the accuracy, reliability, and integrity of financial management information systems, data, and reports.

Regulatory Compliance
- Manage and ensure that all regulatory reporting and compliance obligations are met and adhere to the reporting deadlines.
- Manage external audit process - oversee independent audits (3 times or more / year).
- Maintain and regularly evaluate appropriate insurance coverage.
- Ensure record keeping meets the requirements of auditors and government agencies.
● Report risk issues to the Board of Directors in a timely manner.

EXPERIENCE AND SKILLS
● Master's Degree/Post-Graduate Degree in Finance/Accountancy or equivalent (certified in CPA).
● At least 10 years of working experience in the related field.
● Experience in managing financial and accounting systems of companies with large operations and networks, entailing complexities in financial control, accounts consolidation, and cash management.
● Experience in similar positions at a fast-growing organization.
● Working knowledge of the IFRS and Indonesian Accounting standards and practices and their implementation.
● Strong understanding of financial and accounting data flow, processes, and procedures.
● A knack for financial modeling, strong skills in spreadsheets and reporting.
● Bilingual (IND-ENG).
● Strong interpersonal and communications skills. People Oriented, leader, mentor, coach.
● Goal-Oriented, Detail Oriented, Problem Solving Ability. Strong analytical skills.
● Ability to work on tight deadlines.
● Highest level and proven integrity and work ethic.
● Ability to travel to Sukadana, West Kalimantan for onsite meetings and due diligence on a periodic basis

SUBMISSION PROCESS
Only Indonesian nationals should apply. Please submit (1) CV or resume and (2) a cover letter describing interest in this position to: hrd@alamsehatlestari.org. This position is open on a rolling basis until we find the best suited candidate.