



Alliance française Bali recruits :
Finance and Administration Manager

Date of Function: December 2016

Contract Type: Contract of 1 year renewable. Full-time 40 hours/week (3 months of trial period).

Job description

Under the responsibility of the Director, the main tasks will include the accounting, the budgetary and administration of AF Bali, as well as taking care of revenues and expenditures, coordinating human resources such as annual leaves and staff' missions, and preparing contracts.

Main responsibilities

- Accounting:
 - Journal entries, invoices, bookkeeping
 - Track payments, deadlines settlement, cash flow
 - Operate an accounting software (Zahir)
 - Prepare monthly report, quarterly report, annual report
 - Taxation (PPH 21, PPh 25, PP 46)
 - Ensure that the operation expenses are accorded with the budget
 - Prepare all accounting documents required for the Indonesian government, in collaboration with our consultant
- Administration:
 - Assess the needs and plans for the purchase of supplies for the proper functioning of the institution
 - Building maintenance and repair
 - Pay attention to building's amortization
 - Prepare the relocation of AF Bali in 2017
- Human Resources:
 - Prepare employment contracts in coordination with the Director
 - Prepare the monthly pay of the staff and part-time teachers
 - Manage requests from the team in collaboration with the Assistant Director and Director
 - Manage BPJS Kesehatan & Ketenagakerjaan for the team
 - Manage the working schedule for certain employees (security and part time workers).

Requirement

- Indonesian citizen
- Accounting degree
- 2 years of experience in similar position
- Computer literate (MS Excel, Word, Power Point, internet)
- Very good level in English
- Experience in French associations and/or a level of French is a plus
- Polyvalent, independent, rigorous, dynamic, responsive and flexible

Please send email before **December 1rst, 2016** a cover letter and your *curriculum vitae* in English to: directeur@afbali.org and comptable@afbali.org. Shortlisted candidates will be invited for an interview.

For further information, contact Alliance française Bali:
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