



## **THE ASEAN CENTRE FOR ENERGY (ACE) INVITES INDONESIAN NATIONALS TO APPLY**

### **ASSOCIATE SENIOR ADVISOR OF FINANCE (Consultancy)**

#### **Background:**

The ASEAN Centre for Energy (ACE) is an intergovernmental organisation that independently represents the 10 ASEAN Member States' (AMS) interests in the energy sector. The Centre serves as a catalyst for the economic growth and integration of the ASEAN region by initiating and facilitating multilateral collaborations as well as joint and collective activities on energy. It is guided by a Governing Council composed of Senior Officials on Energy from each AMS and a representative from the ASEAN Secretariat as an ex-officio member. Hosted by the Ministry of Energy and Mineral Resources of Indonesia, ACE office is located in Jakarta, Indonesia.

As part of its commitment to financial transparency, accountability, and compliance with international best practices, ACE is undertaking an annual financial review to assess its financial performance, internal controls, and compliance with financial regulations. The Associate Senior Advisor of Finance will play a key role in supporting the financial review process, strengthening internal controls, and ensuring the smooth execution of the audit.

In order to function in its critical roles, ACE would like to invite qualified Indonesian Nationals to apply for the position of **Associate Senior Finance Advisor**.

#### **Position Identification:**

Job title : Associate Senior Advisor of Finance  
Job level : Manager  
Department : CAD  
Reporting to : Acting Executive Director

Duration : 2 months (November – December 2024)  
Type of Contract : Consultancy

### **Duties and Responsibilities:**

1. Internal Controls and Compliance Review
  - Review existing internal control systems and procedures in collaboration with the internal finance team, with a focus on all areas relevant to the audit.
  - Assist in identifying weaknesses in internal financial controls and recommending improvements to enhance transparency, efficiency, and compliance with both internal policies and external regulations.
  - Ensure that ACE adheres to financial policies and legal/regulatory requirements during the audit process, including compliance with ASEAN and donor-funded project requirements.
2. Review of Financial Performance
  - Collaborate with the finance team to review financial performance.
  - Assist in the reconciliation of financial accounts, ensuring proper matching of revenues, expenditures, and balances with supporting documents.
  - Help identify any discrepancies or areas of concern that may need resolution.
3. Financial System Strengthening
  - Provide recommendations for improving ACE's financial systems, processes, and reporting mechanisms.
  - Provide recommendation in the development and implementation of policies or tools to enhance financial transparency, efficiency, and compliance.
  - Provide recommendation in overall improvement of ACE's financial management framework based on ACE's rules and best practices.

### **Qualifications and Requirements:**

- Master's degree in Finance, Economic, Management, Business Administration or relevant university degree with professional qualification in accounting is preferred;
- At least 7 years of management experience preferably in International Non-Profit and/or Non-Government Organization, International Organisation (IO) and/or Government Development Agency, in financial management, accounting, and auditing.
- Proven experience with financial systems and audit processes for large or complex organizations.

- Strong knowledge of international accounting standards (e.g., IFRS, GAAP) and auditing frameworks.
- Experience in plan and monitoring budget, financial analysis & statements, reporting & treasury management, internal and external financial audit;
- Knowledge of Financial management, Policies and Planning, Budgets, Financial Analysis, Treasury management and Audit and risk management;
- Advanced knowledge of accounting concepts;
- Knowledge of International Financial Reporting Standards or equivalent;
- Ability to effectively provide training on finance matters, contributing to a learning culture, sharing knowledge and engaging partner;
- Experience working in multicultural environment;
- Ability to work independently and collaboratively in a team-oriented environment.
- High attention to detail and a proactive approach to problem-solving.
- Ability to maintain confidentiality and integrity in handling financial and audit-related information.
- Proficiency in financial software and advanced Excel skills for financial modeling and analysis.
- Demonstrated success in planning, project/program management and reporting;
- Proven successful experience in audit requirements, finance and risk management;
- Proven good judgment and ability to work with complete integrity and confidentiality, acting as a model of highest integrity in personal capacity and at team level;
- Good ability in representation, negotiation, networking and communication;
- Advanced skills in computer productivity applications (Word, Excel, PowerPoint and Outlook);
- Excellent written and verbal communication skills in English;

## **REMUNERATION AND BENEFITS**

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Daily consultancy fee ranged between USD 148.96 – 286.46 lump sum basis under Special Service Agreement.

The successful candidate will be stationed in Jakarta, Indonesia, and will be offered a total of 2-month contract. The contract may be extended based on the performance and the need of the organisation.

Date for Entry on Duty is on **immediately.**

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## **SUBMISSION OF APPLICATION**

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Earlier application is encouraged, as the position will be closed if it is filled.

Candidates must highlight their suitability and potential contribution to the position, together with a detailed CV, certified true copies of educational certificates obtained, completed the **ACE Online Application Form**.

This position is available only for **ASEAN nationals**. Incomplete applications will not be considered, and only shortlisted candidates will be notified.

The selection Committee's decision is final and only shortlisted candidates will be notified.