



Soemantri Brodjonegoro II
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Internship Programme in Finance Process Improvement (Corporate Affairs Department)

BACKGROUND

Established on 1 January 1999, the ASEAN Centre for Energy (ACE) is an intergovernmental organisation within the ASEAN structure that represents the interest of the 10 ASEAN Member States (AMS) in the energy sector. The Centre serves as a think tank, catalyst, and knowledge hub within ASEAN by providing relevant information and expertise to ensure the necessary energy policies and programmes are in harmony with the region's economic growth and environmental sustainability.

As part of the efforts to fulfil its function as a regional centre of excellence that builds a coherent, coordinated, focused and robust energy policy agenda and strategy for ASEAN, ACE conducts joint studies, policy dialogues and capacity buildings for ASEAN Member States to support the implementation of the ASEAN Plan of Action for Energy Cooperation (APAEC) 2021-2025.

The Corporate Affairs (CA) department plays crucial role in managing and maintaining the organization's relationship with various stakeholders, both internal and external. It consists of four (4) subdivision which are Finance, Administration, Human Resources, and Business Development Unit. The subdivision Finance role are to manage ACE financial resources, ensuring financial stability, and supporting decision making process and provides financial analysis, reporting, and strategic guidance to support informed decision-making, manage financial risks, and maintain compliance with financial regulation and standards.

In line with ACE commitment to innovation and efficiency, the ACE Digitalisation Initiative launched in 2025 to optimise the internal processes and enhance organisational performance. The initiative aims to streamline ACE's business processes through the adoption of digital tools, therefore the ACE's business processes needs to be optimised to ensure seamless transition to the adoption of digital tools.

ACE is seeking one (1) Intern as part of the Finance Team under the Corporate Affairs (CA) Department as a Finance Process Improvement Intern to support the departments. The incumbents report to the Senior Officer of Administration and Finance.

This position is open to all ASEAN nationalities. Female candidates are strongly encouraged to apply.



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POSITION IDENTIFICATIONS

Job Title	Corporate Affairs – Finance Process Improvement Intern
Level	Internship
Department	Corporate Affairs (CA)
Reporting To	Senior Officer of Administration and Finance

DUTIES AND RESPONSIBILITIES

Under the supervision of the Senior Officer of Administration and Finance, the intern will be responsible for the following duties and responsibilities to support all Administration and Finance Officers:

1. Assisting in drafting Finance Policies and SOPs
 - a. Assisting in drafting, reviewing, and updating financial policies and SOPs under the guidance of senior team members.
 - b. Assisting and collaborating in mapping out the flow of procedures and identifying key documents required for each step of the processes.
2. Supporting Documentation and Presentation
 - a. Assisting in the Documentation and Presentation of the developed Policy and SOP
 - b. Willingness to learn and use tools like Microsoft Visio to create process flowcharts, diagrams, and presentations to communicate financial processes effectively.
3. Assisting with Financial Research and Analysis
 - a. Assist and conduct research on best practices for financial policies and digitalisation strategies.
4. Assisting with Digital Tools Implementation
 - a. Assist to identify opportunities for automation and digitalisation within financial operations
 - b. Assist to identify and document digital tools and solutions that streamline finance operations.
5. Assisting Performance Monitoring
 - a. Assist Senior Officer of Finance regularly review and refine policies, SOPs, and digital systems to optimise performance and address emerging challenges.
 - b. Work closely with the finance team to ensure alignment and clarity in all policies and processes.



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QUALIFICATIONS

- Currently pursuing or recently graduated with a degree in Finance, Accounting, Business Administration, Management or a related field.
- Proficiency in Microsoft Office (Excel, Word, PowerPoint)
- Willingness to learn specialised tools such as Microsoft Visio and Microsoft Dynamics.
- Demonstrated strong organizational, analytical, and problem-solving skills.
- Demonstrated excellent communication skills (written and verbal).
- Demonstrated ability to take initiative under supervision.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated ability to adapt in new environments.

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The internship will be conducted on a hybrid basis, but up to 3 days per week may be requested to present at ACE office. He/she must be able to comply with ACE's normal office hours: 8.30 AM to 4.30 PM Jakarta Time (GMT+7)

The successful candidates will be stationed in Jakarta, Indonesia with a minimum of two (2) months period and possibility to be extended to six (6) months.

At the end of the internship programme, the intern needs to present the summarised activities and key outputs from the internship in a sharing session for all ACE staff.

Potential candidates will be contacted directly by the Human Resource Unit for further consideration. The selection procedure may also include a written test and an interview.

The internship allowance provided will be Rp 100,000 per day depending on the daily attendance.

The successful candidate is expected to be on board by **March 2025**.

HOW TO APPLY:

Read more information at <https://aseanenergy.org/vacancies/> by **16 February 2025** at the latest.

The Selection Committee's decision is final, and only shortlisted candidates

will be notified. *****