



**THE ASEAN CENTRE FOR ENERGY (ACE)
INVITES ASEAN NATIONALS
TO APPLY FOR THE FOLLOWING VACANCY**

**Financial Management Specialist
Clean Energy and Power Trade Development in Southeast Asia
Project**

**Multi-Phase Programmatic Approach Accelerating Sustainable
Energy Transition (MPA-ASET)**

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.

The ASEAN Centre for Energy (ACE) was established in 1999 with a strong founding vision to strengthen energy cooperation among the members of the Association of Southeast Asia Nations (ASEAN). With the exponential growth in energy demand and the increasing priority placed on regional energy integration and cooperation, there is a need to enhance ACE to fully realise its potential to play a pivotal role in shaping ASEAN's energy landscape.

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) 2016-2025. The APAEC is a guiding policy document to advance multilateral energy cooperation and integration towards achieving the goals of ASEAN Economic Community. The strategies of APAEC 2016-2025 Phase II: 2021-2025 is driven by the overall theme of "Enhancing Energy Connectivity and Market Integration in ASEAN to Achieve Energy Security, Accessibility, Affordability and Sustainability for All" and sub-theme "Accelerating Energy Transition and Strengthening Energy Resilience through Greater Innovation and Cooperation".

ASEAN Centre for Energy (ACE) works with the **International Development Association (IDA) of the World Bank Group** for the Clean Energy and Power Trade Development in Southeast Asia Project ("**the Project**"). The cooperation is established through a technical



assistance grant provided by the IDA with the objective of accelerating renewable energy (RE) scale-up in the ASEAN countries, including through regional power trade. The initial US\$ 5 million grant supports (i) regional RE policy and climate financing, (ii) regional power trade, and (iii) knowledge sharing, consultations, and capacity-building activities to be implemented by ACE for the ten ASEAN Member States. The grant will support the implementation of the ASEAN Plan of Action for Energy Cooperation (APAEC) Phase II: 2021-2025 and post-2025 APAEC, specifically for the Programme Area 1 of the ASEAN Power Grid (APG), Programme Area 5 of Renewable Energy, and Programme Area 6 of Regional Energy Policy and Planning (REPP). The funding from the IDA is provided as part of the Multi-Phase Programmatic Approach Accelerating Sustainable Energy Transition (MPA-ASET), a ten-year regional initiative that aims to finance up to US\$ 2.5 billion of investments in RE and regional power trade.

In this regard, the ASEAN Centre for Energy (ACE) is seeking a **Financial Management Specialist** with exceptional professional, strong leadership skills and management abilities to lead ACE's transformation into a regional energy knowledge hub and think-tank.

Position Identification:

Job Title : Financial Management Specialist
Job Level : Senior Officer
Department : Corporate Affairs Department.
Reporting To : Corporate Affairs Department Manager

Position Summary:

The Financial Management Specialist will be responsible for overseeing all financial and accounting operations of the Clean Energy and Power Trade Development in Southeast Asia Project, funded by the World Bank's IDA. This role ensures that financial management processes are transparent, accountable, and compliant with both World Bank and ASEAN Centre for Energy regulations, contributing to the effective use of funds for accelerating renewable energy development and regional power trade in ASEAN countries. The Financial Management Specialist will work closely with the Project Manager and other stakeholders to implement robust financial management systems, monitor expenditure, prepare financial reports, and ensure compliance with fiduciary requirements.

Key Responsibilities:

1. Financial Management and Oversight

- Lead and oversee all financial management components of the Clean Energy and Power Trade Development project, ensuring transparency, accountability, and compliance with ACE's financial standards and the World Bank's financial guidelines.
- Implement an efficient and transparent payment approval process, ensuring that all expenditures meet ACE's financial rules and regulations.
- Oversee payments to contractors, consultants, and project stakeholders, ensuring that only eligible payments are processed.



- Ensure compliance with internal controls, including the Operations Manual, Standard Operating Procedures (SOPs), and World Bank fiduciary guidelines when processing payments.
- Provide financial advice and guidance to project teams to support proper fund utilisation and financial accountability.

2. Budgeting and Financial Planning

- Support the ACE team in preparing the project's annual work plan, Cash Plan, and budget forecasts aligned with the strategic objectives of the ASEAN Plan of Action for Energy Cooperation (APAEC) Phase II: 2021-2025.
- Prepare and submit detailed annual budgets and revised budget estimates based on the Work Plan, ensuring alignment with ACE and World Bank regulations.
- Develop budget monitoring systems to track and compare actual expenditures against the approved budget, providing periodic reports to ACE leadership and stakeholders.
- Coordinate the preparation of quarterly cash flow forecasts and assist the project team in submitting them to IDA for advance funding and replenishment of advances when applicable.

3. Financial Reporting and Documentation

- Manage the preparation of all necessary financial documentation, including but not limited to Withdrawal Applications, Financial Reports, Statement of Expenditures (SOEs), and Bank Reconciliation Statements for the project's execution.
- Prepare and submit quarterly financial summaries to the Project Manager, World Bank, and other stakeholders for review and approval.

4. Accounting & Compliance

- Maintain accurate and timely records of all project's financial transactions, ensuring full compliance with ACE and World Bank accounting standards.
- Manage the project's accounting system, ensuring that all transactions are recorded and reconciled according to both ACE and World Bank standards.
- Ensure proper tracking of project assets, including maintaining registers and conducting regular asset inventories.

5. Audit and Risk Management

- Coordinate and facilitate internal and external audits of the project, ensuring compliance with ACE and World Bank guidelines.
- Follow up on audit findings and implement corrective actions, addressing issues raised during audits.
- Collaborate with ACE and World Bank auditors and relevant stakeholders to resolve any discrepancies and ensure audit recommendations are implemented promptly.

6. Training and Capacity Building

- Provide training and capacity-building support to finance staff on project financial procedures, accounting systems, and the use of World Bank financial management tools.

7. Strategic Support and Other Duties

- Perform other tasks assigned by the Project Manager, Corporate Affairs Manager, Deputy Executive Director, and the Executive Director.



Qualifications:

- Master's degree in finance, Accounting, Business Administration, or a related field. A Doctor's degree or professional certifications (e.g., ACCA, CPA, CFA) would be an advantage.
- Minimum of 5 years of professional experience in financial management in international development projects, with specific experience in projects related to renewable energy, energy transition, regional cooperation or related sectors, preferably in ASEAN countries.
- Experienced or understanding of World Bank financial management guidelines, including disbursement procedures, reporting requirements, and audit processes.
- Strong analytical skills, attention to detail, and the ability to communicate financial information effectively to various stakeholders. Proficiency in financial software (e.g., SAP, FMIS, Excel) is required.
- Excellent communication, report-writing, and presentation skills in English, with the ability to work effectively with diverse stakeholders across the ASEAN region.

Personal Competencies:

- Strong teamwork skills with an action-oriented, problem-solving, analytical, and creative thinking approach.
- Ability to work accurately, pay attention to detail, meet deadlines, and efficiently organise work while handling a variety of tasks simultaneously.
- Excellent interpersonal attributes, including sensitivity, sound judgment, and strong organisational and leadership capabilities. Able to work effectively in a multicultural environment.
- Promote an open reporting culture that is transparent, compliant, and embodies integrity.

Remuneration and Benefits:

The successful candidate will be stationed in Jakarta, Indonesia and will be offered a three-years contract, with a probationary period of three (3) months. The contract may be extended annually by the Executive Director depending on performance.

The compensation shall be commensurate with the educational qualification and experience of the candidate. All other applicable benefits (housing allowance, communication allowance, health, life and travel insurance, gratuity, 13th salary, etc.) shall be subject to the ACE consolidated rules and regulations.

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

How to Apply:

Read more information at <https://aseanenergy.org/vacancies/> and click “[Apply now](#)” or directly submit at <https://www.ace.aseanenergy.org/employment-application-form> by **28 February 2025** at the latest.

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