Join CIFOR-ICRAF and make a difference!

Finance Officer – Grants (Ref. No. 2380)
Finance Team

The Center for International Forestry Research (CIFOR) and World Agroforestry (ICRAF) envision a more equitable world where trees in all landscapes, from drylands to the humid tropics, enhance the environment and well-being for all. CIFOR and ICRAF are non-profit science institutions that build and apply evidence to today’s most pressing challenges, including energy insecurity and the climate and biodiversity crises. Over a combined total of 65 years, we have built vast knowledge on forests and trees outside of forests in agricultural landscapes (agroforestry). Using a multidisciplinary approach, we seek to improve lives and to protect and restore ecosystems. Our work focuses on innovative research, partnering for impact, and engaging with stakeholders on policies and practices to benefit people and the planet. Founded in 1993 and 1978, CIFOR and ICRAF are members of CGIAR, a global research partnership for a food secure future dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources.

CIFOR-ICRAF is looking for:

Finance Officer - Grants

Overview

The Finance Officer provides financial services ensuring high quality, accuracy and consistency of financial reports in accordance with CIFOR-ICRAF internal financial as well as donor guidelines. The Finance Officer works in close collaboration with other teams outside finance such as PMU, Country team and Research Themes of CIFOR-ICRAF, to exchange information and ensure timely service delivery. In addition, the Finance Officer ensures that strong internal controls are instituted in following CIFOR-ICRAF’s policies and procedures.

Summary of responsibilities

Key Result Areas:
1. Budgets are monitored regularly to ensure that spending is within the budget, in line with the project activities and timeline, and fully utilized at the end of the project.
2. Annual budgets and rolling budgets are updated in a timely and accurate manner.
3. Financial Reports to donors are reliable, accurate and submitted on time.
4. Project expenditures are eligible and accepted by the donor and amounts receivable from donors are collected promptly.
5. Grant agreements and all financial requirements are carefully reviewed and acknowledged.
6. Restricted Grants Partners financial reports comply with the laid down donor and/or CIFOR-ICRAF financial procedures and regulations and in accordance to the budget.
1. Monitor Budget and Actual Expenses of restricted grants.
   - Maintain a complete record of all pertinent documents of each project and coordinate with other Finance Staff and various project leaders to ensure that the financial implementation adheres with all the other aspects of the project agreement.
   - Collaborate with donors, collaborators, project leaders and scientists to clarify financial issues, answer queries and give updates on the financial and budget status of the project.
   - Review and verify expenditures of restricted projects assigned to ensure adherence to budgetary and donor requirements.
   - Liaise with the Program Management Unit (PMU) regarding the development of Letter of Agreement (LoA) with partner Institutions, project start-ups and set ups in myTree and OCS, budget update and management in OCS and project tracking & closures.

2. Annual Budget and rolling budget updates.
   - Collaborate with PI regarding staff time allocation to be updated in OCS planner.
   - Collaborate with PI on budgets for partnerships, travel, supplies, consultants, publications, and other costs based on the availability of funds of on-going restricted projects.
   - Review the overall annual budgets of grants in assigned teams.

3. Donor Reporting
   - Prepare reports on the specific projects’ finances to donors and other users in compliance with Center standards and as specifically pre-determined by the donor as mentioned on the signed Grant Agreements and Donor’s General Conditions.
   - Ensure that reports to donors are submitted on time.
   - Submit draft and final financial reports in grants management system.
   - Review donors reports from the Country Offices assigned prior to forwarding for approval.
   - Prepare invoice/payment request to the donor according to the payment term and schedule on the agreement.
   - Follow up for any query or review from the donor for the submitted financial report.

4. Grant Proposal Budgets and revised Budgets for On-going Projects
   - Key resource for project amendment budget preparation.
   - Review and discuss revised budget for on-going projects with PI Themes and/or from Country Offices assigned.
   - Ensure that the grants recover full overheads as per relevant cost structure.
   - Provide guidance and ensure the budget figures are correct and the budget lines follow the donor requirements.

5. Grant Agreements
   - Review the financial part and other relevant information of the new Grant Agreements and Grant agreement amendments.

6. Internal Reporting
   - Update the monthly summary of restricted projects with multi-year budgets and cumulative expenses.
   - Update the monthly staff time allocation and the three-year staff’s plan.

7. Special Audit of Restricted Projects
   - Execute the selection process of audit firm to appoint the auditor for special audit of restricted projects as required by donor.
• Key resource on providing supporting documents and queries from the external auditors during the audit process.
• Review the preliminary draft audit report received from the auditor.
• Review partner audit report in relation to project requirement.

8. Daily and Monthly Operations

• Monitor donor receivables and payables. Assist in ensuring that receivables are collected. Review donor payables and remind project leaders if there is slow spending. Provide explanation on the monthly summary of donor receivables and payables >USD 50K, prepared by Treasury team.
• Identify incoming funds from restricted donors and provide the code to the Manager of Treasury and Fixed Assets.
• Monitor and ensure that staff time allocation are in accordance with the budget and the time sheets are recorded/adjusted appropriately.
• Collect timesheets from respective staff involved in the project that required timesheets as mandatory supporting documents.

9. Restricted Grants Partners Financial Management Monitoring

• Review project partner’s agreement and budget in collaboration with PMU.
• Monitor financial compliance for restricted grants partners of assigned grants and ensure partners spend within their budgets 10. Perform other tasks assigned from time to time by the Senior Finance Officer – Grants, Finance Manager – Grants, Team Leader - Finance, and Director - Corporate Services and are following the laid down donor and/or CIFOR-ICRAF financial procedures and regulations.
• Analyze restricted grants partner expenses and provide feedback of analysis to the project leaders and managers on expenditure trends and areas with significant over- or under spending.
• Review the financial reports submitted by the partners, monitor partner balances, and collect any unused funds.

10. Perform other tasks assigned from time to time by the Senior Finance Officer – Grants, Finance Manager – Grants, Team Leader - Finance, and Director - Corporate Services.

Requirements

Education, knowledge, and experience:

• University education in accounting with at least 5 years of relevant experience
• Experience in financial and accounting services
• Experience in project or cost accounting
• Fluent in written and spoken English.
• Experience with an ERP, familiarity with Agresso Unit 4 and Vision XL is an advantage.
• Strong computer skills in word processing, database, and other relevant office applications.
Personal Attributes and Competencies

- Strong analytical skills
- Competent in personal organization and priority setting, with the ability to work efficiently under time pressure and manage multiple priorities.
- Has initiative, capable of working independently, and an effective team player.
- Good interpersonal and communication skills, with the ability to effectively interact with people in a multi-disciplinary and multi-cultural environment.
- Experience working with a wide and diverse network of groups and individuals.
- Ability to work with minimum supervision.

Terms and conditions

- This is a Locally Recruited Staff (LRS) position. CIFOR-ICRAF offers competitive remuneration in local currency, commensurate with skills and experience.
- The appointment will be for 1 (one) year with the possibility of extension contingent upon performance, continued relevance of the position and available resources.
- The duty station will be in Bogor, Indonesia.

Application process

- The application deadline is 9 February 2024.
- We will acknowledge all applications but will only contact short-listed candidates.

To apply, please visit our career site at:
https://www.cifor-icraf.org/about/work-with-us/

To learn more about CIFOR-ICRAF, please visit our websites at:
https://www.cifor-icraf.org

CIFOR-ICRAF promotes Gender Diversity – Applications from women professionals are encouraged.

CIFOR-ICRAF is an equal opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity.