APPOINTMENT FOR SENIOR MANAGER, FINANCE AND OPERATIONS – INDONESIA

YAYASAN BAKTI PENDIDIKAN UNGGUL
ABOUT YBPU

YBPU is a not-for-profit organisation under the Bakti Barito Foundation, a philanthropic arm of the Barito Pacific Group. YBPU works with missions to accelerate the equality in education and to support achieving the golden generations in Indonesia especially around the business units and affiliates of Barito Pacific Group.

In January 2022, YBPU established a partnership with STIR Education to strengthen its programmes and to accelerate its missions. The partnership has the purpose of supporting the education system to reignite sustainable intrinsic motivation and a love of lifelong learning across stakeholders at all levels of the education systems, including; children, teachers and school leaders, supervisors, and coordinator supervisors and to build capacity across all levels.

ABOUT STIR EDUCATION

We are an international NGO that is addressing the moral and economic imperative that every child, everywhere, should have a teacher who cultivates the joy of lifelong learning. At a practical level, that means we support governments to reignite intrinsic motivation in teachers and local officials, through teacher networks. Our vision is a world where teachers love teaching and children love learning. In our sixth full year of operations, we are working with 200,000 teachers and 6 million children across 70 districts in India and Uganda.

OUR MODEL

We achieve this through a five-year learning partnership with an education system, where we align all levels of the education system (officials, teachers and children) around the goal of increasing intrinsic motivation.

Practically, this means that teachers undergo monthly network meetings with about 20 to 30 local peers. Through these meetings they’re supported to develop their practice in areas ranging from effective questioning to creating warm but orderly classroom routines – all designed to create a more effective relationship between the teacher and child. In doing so they develop a sense of autonomy (the sense they can change things), mastery (sense of getting better as a professionals) and purpose (reconnecting emotionally with their peers and students) – the key drivers of intrinsic motivation.

District officials undergo a training and coaching programme that motivates and supports them to prioritise, run and monitor the teacher networks and a close partnership with the state or national government enables the government to align this intrinsic motivation approach within their priorities, structures and systems.

The approach is run by the government from day one and after about five years of partnering with an education system we hope to have embedded a culture of improvement at all levels for the system to continue to strengthen itself. We typically allocate one member of our own staff per district to train,
energise and coach the district officials running the approach, and a small team at the national or state level.

OUR VALUES
How we approach our work is as important as what we do and our core values guide the way:

- **Humility** – We don’t have all the answers upfront.
- **Ownership** – We empower each other with high expectations & support.
- **Openness** – We will listen, learn and improve, and lead through obstacles.
- **Purpose** – We’re united by a shared vision we’ll build & achieve together.

THE OPPORTUNITY – SENIOR MANAGER FINANCE AND OPERATIONS, INDONESIA
STiR is looking for a Senior Manager, Finance and Operations (FinOps) in Indonesia, reporting to the Global Associate Director for Finance and Operations. The Senior Manager FinOps role presents an opportunity for the right candidate to act as a business partner and support function in setting up and managing finance and operations in Indonesia.

REPORTING, ROLES AND RESPONSIBILITIES
The Senior Manager FinOps role will be based in Jakarta with occasional travel to Surabaya or any other locations of the programme as and when needed. The post holder will lead our finance and operations in Indonesia and work very closely with the Finance and Operations team at YBPU (Our NGO partner).

DIMENSIONS OF THE ROLE
- Support the Indonesia Team in the management of the country finance and operations on a day-to-day basis.
- Work closely with the Country Executive Director in setting up financial systems and governance structure in Indonesia
- Liaise with the country team in the field in relation to financial and operational activities.
- Liaise with the People and Culture team globally as and when needed
- Overall lead the function of finance and operations in Indonesia.

ACCOUNTABILITIES
- Process and facilitate all payments for team members, vendors and service providers
- Ensure that expenditures are authorized, approved, and supported by adequate documentation and authority levels.
- Ensure that transactions are properly coded according to budget lines/cost centres, and if applicable, expense allocations are properly made as applicable.
- Check that the payment requests submitted by the team are against approved budget lines.
Follow-up acquittal or liquidation of advances if any, and ensure no advances are given unless the previous advance is acquitted/liquidated in accordance to policies.

FINANCE
- Coordinate and support the budgeting processes at the local level with the Executive Director, Indonesia.
- Manage expenditure and reporting according to approved budgets.
- Undertake basic financial analysis (i.e., budget variance) to support information needs.
- Ensure expenditure is managed according to donor restrictions and work closely with the Global Associate Head of Financial Planning and Reporting based in India.
- Send monthly financial reports & payroll information to the global office for approvals and processing payments.
- Prepare Quarterly Country reports as per global operating rhythm.
- Prepare and send regulatory reports such tax reports to appropriate government agencies as required and ensure compliances.
- Process payments and review expense reimbursement to local teams based in Indonesia.
- Support banking processes according to policies and controls and work closely with YBPU finance teams.
- Prepare monthly bank reconciliations are and ensure they are approved and shared with the global office.
- Support functional teams in preparation of annual budgets and reforecasting of budgets.
- Work with the Global Associate Director and other senior team members on developing and updating policies and procedures in line with STiR Global policies in alignment with YBPU and in accordance to the laws of the land and best practices that are tailored to the operations in Indonesia.
- Ensure that basic internal controls are implemented, with a high levels of attention to details.
- Ensure operating rhythm is adhered to at all the times.
- Enter all accounting entries in the SAP system and ensure they are posted and approved from the global office.

SETTING UP STiR OFFICE AND OPERATIONS
- Lead and set up an operation strategy to get an Indonesia Office for STiR.
- Ensure all local compliances are met to set up a STiR office and work with regulatory departments as needed.
- Manage petty cash for local expenses and report on monthly basis for timely replenishment.
- Support the People and Culture team in on-boarding new team members in Indonesia.
- Maintain fixed assets list and carry out physical verification as needed from time to time.

WORKING WITH YBPU FINANCE TEAM
- Prepare financial reports in close coordination with YBPU’s finance team and ensure reconciliations are done on a monthly basis.
- Prepare fund requests based on budget requirements on a monthly basis to the STiR Global office for replenishment of funds for carrying out programme and operations in Indonesia
- Monitor that spends are in line with budget lines with the YBPU finance team on a fortnightly basis and report to the STiR Global team.
- Ensure all tax compliance like VAT and other taxes are deposited timely for the STiR programme in close coordination with YBPU’s finance team
- Make budget checks for requisitions, POs and vouchers and adhere to STiR’s Procurement policy and align with YBPU’s policies.
- Work closely with the YBPU team to ensure utilisation certificate and year end statutory audit compliances are completed in coordination with STiR’s global team.

**CONTRIBUTE TO THE DEVELOPMENT OF AN OVERALL CULTURE AT STiR THAT IS IN LINE WITH OUR ORGANIZATIONAL VALUES**

- Model professionalism at all times and take ownership of your own development
- Make sure that all the work you do and relationships you build are in the STiR spirit and in line with our values
- Model ‘Growth Mindset’ at all times- show that improvement is always possible and take responsibility for supporting the whole team to achieve its goals

**REQUIRED SKILLS AND EXPERIENCE**

The ideal candidate has:

- 5-6+ years of professional work experience in a Finance role, preferably as a Manager
- Masters in Finance or any similar qualification in finance is desirable. Bachelor’s in Finance or Accounting and an excellent understanding of taxation is a **must**
- Strong identification with STiR’s values
- Ability to communicate very effectively in Bahasa and fluent in English
- Ability to create a culture of high expectations & learning
- Excellent planning, project management & influencing skills
- Capacity to learn, adapt & thrive on feedback in a fast-paced environment
- Detailed knowledge of the Indonesia education system will be an added advantage
- Willingness to travel locally and within STiR’s geographies of work
- An understanding of the Indonesian compliance, legal requirements, economic policies is a **must**
- Ability to be highly entrepreneurial and drive a ‘start up’ to sustained success and work flexibly and with different time zones
- Ability to work across functions and collaborate effectively, learn and grow
- Knowledge of working on accounting software, SAP will be an added advantage
- Proficiency in MS office and excellent skills in MS Excel is a must
REMUERATION & BENEFITS
The successful candidate will earn a gross salary of IDR 2,433,750/- monthly, along with reimbursement for medical insurance (subject to relevant taxes).

APPLICATION PROCESS
If your skills, experience & priorities align with STiR’s vision, mission & values, please apply here for the role of Senior Manager FinOps Indonesia. The full interview process will include a variety of additional tasks & assessments. We look forward to taking the next step with you.