

Finance Director Terms of Reference

Job Purpose:

Develop the design and ensure implementation of financial accounting processes and reports, accounting information systems, and cash management systems, and to ensure the availability of the funds to support HKI operations.

1. Planning and Budgeting

- Leads and coordinates the development, consolidation and dissemination of HKI annual budget.
- Monitor the implementation of approved budget.

2. Finance & Accounting Policies & Procedures

- Leads the development and the implementation of finance (treasury) and accounting policies and procedures in order to ensure proper control and consistent implementation.
- Ensure the accounting policies are in accordance with the relevant accounting standard.

3. Cash Management

- Oversees the cash management activities to ensure appropriate cash allocations and reasonable levels of cash on hand at all times
- Oversees the preparation and dissemination of data/reports to ensure compliance with the provisions in the agreement/contracts with fund providers (e.g. banks and other creditors)
- Oversees the preparation and dissemination of data and reports filed with Bank Indonesia and/or other relevant Government authority to comply with laws and regulations

4. ICT

- Oversees the analysis, design, and implementation of ERP system to ensure the functionalities and business solutions in line with financial accounting, performance measurement, and reporting requirement
- Ensure the ICT infrastructure is well develop to support operations

5. Financial Report and Audit

- Lead the team to prepare and disseminate monthly financial report on a timely manner.
- Lead the financial audit process and liaise with external auditor to develop an audit timetable to ensure the timely issuance of audited financial statements and independent auditors' opinion.

6. Taxation

- Liaises with tax consultants and relevant functions/units to ensure that business transactions are conducted at the most tax efficient manner and proper tax planning are in place
- Oversees the filing and tax payment to ensure the compliance with tax requirements

7. Corporate Finance

- Lead the financial feasibility study on any corporate actions as required.