

Kopernik is an exciting, cutting-edge organization that finds what works by experimenting with potential solutions that address social and environmental challenges. Kopernik engages partners from the development, public, and private sectors to advance products, services, and approaches that support underserved communities, as well as creative actors in advocating social-environmental issues.

Kopernik values action, getting things done, and being open and transparent – we have a professional and highly skilled team who are always looking for ways to innovate.

## **THE POSITION**

Location: Ubud, Bali

Kopernik is currently looking for a Finance Assistant to help the Finance Team in managing day-to-day operations of the department, mainly for petty cash processing, proper handling of the filing system, accounting and record-keeping transactions according to Kopernik's policies and standard procedures.

The position will work under the supervision of the Senior Finance Officer and support the works of PT Kopernik, Kopernik Solutions, Yayasan Kopernik, and Kopernik Japan.

## **RESPONSIBILITIES**

- QuickBooks Online (QBO) data entry and review: enter financial transactions using QBO accounting system in accordance with the accounting standard for Kopernik Group
- Filing system: maintain filing system of all supporting documentation of PT Kopernik, Yayasan Kopernik, and Kopernik Solutions
- Verification and payments: managing petty cash of PT Kopernik and Yayasan Kopernik
- Any other relevant tasks assigned by line manager or Finance Director

## **SKILL AND BEHAVIORS**

- Strong knowledge of financial and accounting procedures
- Experience in using accounting software (QuickBooks is an advantage)
- Excellent analytical, verification, and numerical skills
- Advanced MS Excel skills
- Excellent interpersonal skills
- Hardworking and sharp time management skills
- Meticulous attention to detail

- Knowledge of Indonesian taxation would be an advantage

#### **REQUIREMENTS**

- Bachelor of Accounting with a minimum GPA of 3.5 from a reputable University
- Strong knowledge of bookkeeping
- Excellent knowledge of MS Excel and accounting software
- Detail-oriented
- Excellent time management skills
- Strong analytical skills

#### **APPLICATIONS CLOSE ON 5 OCTOBER 2021**

Please complete the form below and submit your CV, cover letter, and one-minute video explaining why you're perfect for the job.

*Expected remuneration for this position is IDR 3,000,000 to a maximum of IDR 4,500,000 (depending on the experience and qualification of the successful candidate) and other benefits.*

Only candidates who apply through our website will be considered. Please visit <https://kopernik.info/en/about/careers/finance-assistant>