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Job Advertisement

BRAC International is Hiring! **Join BRAC International to create opportunities for people to realise their potential.**

Position: **Specialist – Finance, Ultra-Poor Graduation Initiative (UPGI)**

Job Location: **Jakarta, Indonesia**

About BRAC International:

BRAC is an award-winning international non-governmental development organization, with the vision of a world free from all forms of exploitation and discrimination, where everyone has the opportunity to realise their potential. BRAC is a leader in developing and implementing cost-effective, evidence-based programmes to assist poor and disadvantaged communities in low-income countries, including conflict-prone and post-disaster settings. It is an organisation of and for the people of the Global South, pioneering new development and social enterprise approaches to equip communities to achieve prosperity. As well as being the world's biggest NGO by the number of staff and people directly reached, BRAC has regularly been ranked the number one NGO in the world by the Geneva-based NGO Advisor, an independent organisation committed to highlighting innovation, impact, and governance in the non-profit sector. BRAC retained the top spot in 2020 among the top 500 NGOs for the fifth consecutive year.

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed. It started its first programme outside of Bangladesh in Afghanistan in 2002 and today has activities in 14 countries across Africa and Asia. BRAC has a holistic approach to development that uses a wide array of programmes that include microfinance, education, health, agriculture, gender, and human rights. BRAC invests in communities' own human and material resources, catalysing lasting change and creating an ecosystem in which people in poverty have the chance to seize control of their own lives.

About BRAC International:

The Ultra-Poor Graduation Initiative ("UPGI") is a global unit within BRAC that was founded in 2016 to build off the success of BRAC's Ultra-Poor Graduation programme in Bangladesh. BRAC UPGI aims to position the evidence-backed Graduation approach as a key driver to eradicate extreme poverty worldwide. It does this by:

- Advocating for uptake of the Graduation approach by policymakers, national governments, multilateral institutions, and non-governmental organisations; and
- Effective adaptation and implementation of the Graduation approach in countries around the world, supported through technical assistance and capacity strengthening for external stakeholders.

To help eradicate extreme poverty, BRAC UPGI is working with governments across Africa and Asia to scale Graduation by integrating it into existing government programmes. Alongside governments, BRAC aims to equip 21 million more people to lift themselves from extreme poverty by 2030.

About the Role:

The BRAC-UPGI in Indonesia seeks to hire a Finance Specialist to provide and coordinate financial support for its Indonesia operation function. The role will work closely with Indonesia programme teams, global Operations and HR teams, and external service providers in payroll, tax, audit and compliance services to ensure effective financial management, timely payroll processing, compliance with applicable Indonesian financial, tax, and labour regulations, and adherence to BRAC International's internal policies and donor requirements. Reporting to Senior Manager Administration, the position will be based in BRAC Indonesia Office in Jakarta.

Key Responsibilities:

1. Office financial management and reporting

- Manage the office bank account and petty cash, ensuring proper authorisation, accurate records, and timely reconciliation.
- Process vendor and consultant payments, travel claims, and operational expenses in accordance with established approval procedures with the review and documentation support from Senior Associate Administration and Logistic.
- Maintain payment schedules and monitor outstanding invoices, staff advances, and timely settlements.
- Verify invoices and maintain accurate vendor records, approvals, and supporting tax documentation with the review and documentation support from Senior Associate Administration and Logistic.
- Maintain accurate books of accounts and financial trackers covering income, expenditure, receivables, payables, and advances.
- Review and reconcile the Country Lead's credit card transactions, ensuring expenses are supported by receipts, appropriately approved, and reported on time with documentation support from Senior Associate Administration and Logistic.
- Conduct regular bank, petty cash, and credit card reconciliations, investigate discrepancies, and ensure timely resolution.
- Prepare and submit quarterly fund requests to BRAC Finance, supported by cash flow forecasts, budget utilisation, and projected operational expenditure, ensuring timely fund availability for programme and office operations.
- Lead monthly and year-end financial closing and prepare financial statements and management reports.
- Ensure timely, complete and accurate financial reporting to BRAC Finance.

- Supported by Senior Associate Administration and Logistic and by working closely with BRAC Indonesia Program team, prepare a separate annual financial report based on an approved annual work plan to the relevant Government of Indonesia ministry, as required under the signed MoU.
- Oversee tax accounting and coordinate with external accountants on statutory reporting, tax compliance, and audit preparation, and
- Ensure compliance with BRAC International policies, Indonesian regulations, and donor requirements.

2. Payroll management and Statutory Compliance

- Coordinate monthly payroll processing through the designated payroll software, working closely with the HR Global team to ensure salaries are processed accurately and on time.
- Review employee information and payroll inputs, including salaries, benefits, deductions, leave adjustments, and other approved changes, to ensure the information is complete and accurate.
- Check payroll calculations and statutory deductions, including PPh 21, BPJS Health, and BPJS Employment contributions, to ensure compliance with Indonesian requirements.
- Review payroll registers, payslips, and reports, and reconcile payroll expenses with accounting records and bank payments to identify and resolve any discrepancies.
- Coordinate payroll approvals and salary payments, and ensure statutory taxes and contributions are paid and reported within the required timelines.
- Maintain accurate payroll records and supporting documents, monitor statutory deadlines, and ensure records are available for audits and reviews.
- Work with the HR Global team to keep employee information up to date and support leave management and employee self-service functions within the payroll software.
- Liaise with the payroll software provider to resolve system issues and support the smooth and accurate processing of payroll.
- Respond to staff payroll queries, follow up on discrepancies, and work with the relevant teams to resolve issues promptly.
- Handle payroll information with care and confidentiality, ensuring access is limited to authorised personnel and any significant payroll or compliance concerns are raised promptly.

3. Country Budget management Support, financial coordination, and compliance

- Support the Senior Manager Administration, in country budget preparation, consolidation, forecasting, and cash flow planning.
- Monitor actual expenditure against approved budgets and donor funding, analyse variances, track financial commitments, and flag potential budget risks or underspending.
- Assist with budget revisions, expenditure forecasts, and financial reporting to support effective resource allocation and decision-making.
- Ensure financial transactions are properly documented, approved, and compliant with BRAC International policies, donor requirements, and applicable Indonesian regulations.
- Maintain accurate financial, payroll, tax, and audit records; identify and escalate discrepancies and compliance risks; and support improvements in financial systems, internal controls, and processes as BRAC UPGI Indonesia expands its operations, and

coordinate with BRAC Finance, Operations, and HR teams to ensure timely reporting and compliance.

4. Other (Safeguarding Responsibilities)

- Establish a safeguarding culture by implementing the safeguarding policies, taking programme decisions with the do-no-harm principle, mitigating safeguarding risks and maintaining a safe working environment where staff feel encouraged to voice concerns without fear of retaliation.
- Implement programme decisions keeping the safety and dignity of programm e participants/clients at the center, mitigate safeguarding risks and contribute to a safe working environment where staff are respected and feel confident to voice concerns without fear of retaliation.
- Receive/ implement mandatory training on the safeguarding policies and reporting channels and have access to policies.
- Participate in discussions on the safeguarding agenda in monthly meetings and actively voice concerns without fear.
- Report safeguarding incidents witnessed or experiences to the Safeguarding department. For known cases, maintain neutrality, be sensitive and non-judgemental to victims/survivors, and cooperate with organisational investigations providing accurate information as needed.

Qualifications

- Bachelor's degree in finance, Accounting, Business Administration, or a related field Minimum 5 years' relevant experience in finance, accounting, financial operations, payroll, or a similar role in an NGO, international development organisation, or donor-funded programme
- Good understanding of accounting principles, budgeting, financial reporting, and expenditure analysis.
- Practical experience in payroll processing, payroll reconciliation, and statutory compliance in Indonesia, including PPh 21 and BPJS contributions.
- Familiarity with Indonesian tax regulations, employment-related statutory requirements, and applicable reporting deadlines.
- Experience with donor financial management and reporting, and partner financial reviews.
  Strong proficiency in Microsoft Excel and experience maintaining accurate financial records and supporting documentation.
- Strong numerical and analytical skills, attention to detail, and commitment to accuracy and confidentiality.
- Good written and spoken English communication skills.
- Proactive, organised, and able to manage multiple priorities in a fast-paced, collaborative, and multicultural environment.

Desirable qualifications

- Experience with accounting software, ERP systems, or payroll systems.
- Familiarity with audit processes and internal financial controls.
- Professional accounting or finance qualifications, such as CA Indonesia, CPA Indonesia, CMA, ACCA, or equivalent.

- Tax training or certification, such as Brevet Pajak A and/or B, is an advantage. Ability to travel domestically often and internationally occasionally.

Employment type: Contractual

Salary: Negotiable

If you feel you are the right match for the position mentioned above, please submit your resume and detailed cover letter, via the below link;

SPECIALIST FINANCE -JAKARTA - INDONESIA

Application deadline: 10th November 2026

BRAC is an equal opportunities employer.

BRAC is committed to safeguarding children, young people and vulnerable adults, and expects all employees and volunteers to share the same commitment. We believe every stakeholder and every member of the communities we work with has the right to be protected from all forms of harm, abuse, neglect, harassment, and exploitation - regardless of age, race, religion, and gender, status as an individual with a disability or ethnic origin. Therefore, our recruitment process includes extensive reference and background checks, self-disclosure of prior issues regarding sexual or other misconduct and criminal records and our values are a part of our Performance Management System.

Only complete applications will be accepted, and short-listed candidates will be contacted.