

Credit Guarantee and Investment Facility (CGIF), a trust fund of the Asian Development Bank (ADB), was established by the governments of 10 ASEAN countries and China, Japan and Korea (ASEAN+3), and by the ADB, as a key component of the Asian Bond Markets Initiative (ABMI) of the ADB and the ASEAN+3 cooperation. CGIF has been established to promote economic development and resilience of the financial markets, and to prevent disruptions to the international financial order by developing deep and liquid local currency and regional bond markets. The main function of CGIF is to provide credit enhancement to promote more issuances of local currency corporate bonds in ASEAN+3 countries.

TERMS OF REFERENCE

Financial Control Assistant

JOB PURPOSE

The Financial Control Assistant will be responsible for undertaking various accounting duties, including carrying out administrative functions, as required; and maintaining reliable accounting records and effective internal control systems. The selected candidate will be offered a locally competitive salary.

EXPECTED OUTCOMES

The FCA, who will report to the Head of Financial Control Unit under Finance Department will have the following main responsibilities.

- Assist in the preparation of vouchers for payment of supplier bills/invoices and staff claims and advances.
- Assist with accounting task such as preparing journal entries, maintaining supporting documents and accounting records for easy monitoring and retrieval.
- Assist in the preparation of reconciliations and accounting schedules to ensure the accuracy of recording in the general ledger.
- Assist in the preparation and sending out of invoices to customers and monitoring the receipt of receivables.
- Provide administrative support to Financial Control Unit, as requested.
- Upload daily FX rates.
- Perform other assignments in the workplan as assigned by the supervisors.

QUALIFICATION

Education Requirements:

A university degree in accounting preferably with Certified Public Accountant (CPA) qualification.

Relevant Experience and Skills:

- Suitability to undertake the responsibilities mentioned above at the required level.
- Minimum of 2 years accounting experience in a computerized environment.
- Proficient with office suite software, particularly MS Excel, Word, and PowerPoint.

- Good understanding of general accounting concepts and principles and their application.
- Able to understand the concept of internal controls as they apply to financial and accounting processes.
- Analytical and systematic, with attention to detail.
- Ability to work with minimum supervision and maintain composure under pressure.
- Good oral and written communication skills in English.
- Good interpersonal skills.

TECHNICAL COMPETENCIES

- Has basic knowledge and experience in financial accounting principles, standards and rules
- Has understanding of CGIF's policies, systems and processes in financial accounting and internal control
- Has understanding financial accounting work plan

CORE COMPETENCIES

Achieving Results and Problem Solving

- Understands and delivers set work plan according to agreed timeline.
- Notifies supervisor when a setback occurs in completing routine tasks.
- Seeks supervisor's guidance to properly identify and solve problems.

Personal Effectiveness

- Manages own tasks and personal time well.
- Prompt and reliable in completing tasks at hand; requires direct supervision.
- Has a positive attitude towards change in work environment.

Collaboration and Teamwork

- Collaborates with the department; is friendly and cooperative.
- Offers assistance to others, when asked, to achieve departmental objectives.
- Treats everyone with courtesy and respect.

Interested candidates are invited to submit their applications with a detailed curriculum vitae including nationality, present and expected salary, a recent photograph, a contact telephone number and an email address to Head of BPPMS at HRAdmin@cgif-abmi.org with the subject of the email listed as "Application for Financial Control Assistant" no later than 17 January 2025.

Only shortlisted candidates will receive notification on the next stage of evaluation.