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 allow investment-rated issuers to issue local currency bonds in ASEAN+3 countries.

TERMS OF REFERENCE

Financial Control Analyst/Officer (FCA/FCO)

JOB PURPOSE

The Financial Control Analyst (Officer) will be responsible for undertaking various accounting duties, including carrying out administrative functions, as required; maintaining sound accounting internal controls and updating accounting records and accounting system; and, as relevant, assist in the preparation of financial statements. The selected candidate will be offered locally competitive salary.

EXPECTED OUTCOMES

The FCA/FCO who will report either directly to the CFO (Chief Financial Officer) or to any other person appointed by CFO will have the following main responsibilities.

- Verification of items for payment including necessary approvals and preparation of journal entries.
- Assist in the preparation of vouchers for payment of supplier bills/invoices and staff claims and advances.
- Maintain and update accounting files/records for easy monitoring and retrieval.
- Assist in the preparation of schedules as may be required to support the CGIF financial statements or other reports, including audit-related requests.
- Provide clerical and administrative support to Financial Control Unit, as requested.
- Perform other relevant duties that may be assigned based on business needs.

QUALIFICATIONS

Education Requirements

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

Relevant Experience and Skills

- Suitability to undertake the responsibilities mentioned above at the required level.
- 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.

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
- Acknowledges mistakes and seeks guidance to learn from them
- Follow established procedures with occasional need for reminders about ethical and professional behavior

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 address basic needs for respect, with occasional guidance on effective communication and inclusivity.

TECHNICAL COMPETENCIES

- Has basic knowledge and experience in financial accounting principles, standards and rules.

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 Careers@cgif-abmi.org with the subject of the email listed as "Application for Financial Control Analyst (Officer)" no later than 30 November 2026.

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