Terms of Reference

**Business Analysis Officer (Fundraising & Partnerships)**

(**Temporary Appointment)**

**Duty Station**: Jakarta

**Level**: NOB

**Duration**: 364 days

**Supervisor:** Chief PFP

**Purpose**

UNICEF Indonesia’s fundraising programme involves complex operations, which include the collaboration with numerous suppliers, contractors and service providers, as well as diligent internal and external reporting requirements. To manage our budgets efficiently, this role provides careful budget management and oversight including planning and expenditure tracking, and ensures all fundraising operations are conducted in compliance with existing regulations as well as UNICEF policies and best practice financial management.

**Responsibilities**

**1. Business planning for the PFP section to enable better management and decision making**

* Overall lead together with Chief PFP for PFP budgeting and planning cycles
* Set local timetables to ensure on-time completion of global planning and reporting requirements
* Lead on the development of ambitious budget and income/cost estimate figures
* Regularly review the Indonesia Country Office reporting dashboard, and ensure that all actions are taken and there are no red flags in the system
* Prepare and submit relevant information to the Country Management Team, Resource Mobilization Committee, Operations/Management
* Prepare relevant reporting information for government authorities relating to donations, in fulfilment of requirements under the ongoing agreement with the Government of Indonesia

**2. Business analysis to enable entrepreneurial decision making across the PFP portfolio**

* Review financial performance of each business area to establish profit/loss and return on investment reports
* Highlight areas for improvement and drive investment decisions
* Review new business proposals and advise on financial aspects of partnership agreements

**3. Procurement Oversight**

* Coordinate all PFP procurements and manage the procurement master-list
* Ensure timely completion of relevant procurement processes including CRC submissions
* Manage allocations, top-ups and other budgetary controls to ensure that PFP is able to pay its financial obligations under any contracts and operates within UNICEF regulations at all times
* Manage budgets to make sure that PFP stays within authorized amounts and seeks permission and extra funding where new opportunities occur

**4. Lead financial processes with PFP oversight functions in HQ and RO**

* Submit investment fund requests and reports
* Organize and lead relevant reviews with Regional Office
* Provide any required financial information requested by HQ or RO, in consultation with the relevant channel specialist
* Submit relevant information as may be required by auditors
* Other processes as may be required

**Profile of the Ideal Candidate:**

**Education:**

* University degree in Financial Accounting, Business Administration, Financial Management, or another relevant technical field.

**Work Experience:**

* Min. 2 years of professional experience in financial management, including direct responsibility for setting and meeting income targets.
* Experience in an international organization and/or large corporation is preferred.
* Advanced knowledge of Microsoft Office, especially Excel
* Experience in database packages, web-based management systems and ERP systems (preferably SAP financial modules)

**Languages:**

* Excellent English required both written and spoken

**Competencies**

* UNICEF’s core values are Care, Respect, Integrity, Trust and Accountability (CRITA)
* Key competencies for this role are communication skills, working collaboratively with others and drive to achieve impactful results

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