

POSITION: JIS Academy and Community Sports Finance Officer
REPORTS TO: Finance and Accounting Manager
DOTTED-LINE REPORTING: Head of JIS Academy and Community Sports
External: We reserve the right to end the recruitment process once a suitable candidate is found.

PURPOSE

The JIS Academy and Community Sports (JACS) Finance Officer is responsible for ensuring the financial integrity, accuracy, and compliance of all financial activities related to the JACS program.

Reporting administratively and professionally to the Finance Manager and working closely with the Head of JIS Academy and Community Sports, this role supports effective financial planning, budgeting, revenue management, and reporting for a revenue-generating program serving students and third parties.

The position plays a key role in safeguarding school resources, maintaining strong financial controls, and supporting informed decision-making, while ensuring all financial activities align with Jakarta Intercultural School (JIS) policies, procedures, and regulatory requirements.

QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's degree in Accounting, Finance, or a related field
- Minimum of 8 years of experience in a finance or accounting role, preferably in a public accounting firm or a revenue-generating environment
- Strong analytical skills with experience in budgeting, financial analysis, and forecasting
- Experience using financial management systems and accounting software, with the ability to adapt to multiple platforms
- Familiarity with tax compliance, financial audits, and related reporting requirements
- Experience in revenue tracking, invoicing, reconciliation, and payment oversight
- Fluency in written and spoken English
- Strong customer service orientation with the ability to communicate clearly and professionally with internal and external stakeholders
- Strong interpersonal skills and the ability to collaborate effectively across departments
- Ability to work independently, exercise sound judgment, and adhere strictly to established policies and procedures
- A clear commitment to Child Safeguarding, safety, service learning, and environmental stewardship

DUTIES AND RESPONSIBILITIES

Budget Planning and Financial Management

- Support the preparation of the annual JACS budget in coordination with the Head of JACS and the Business Office.
- Monitor budget implementation to ensure expenditures align with approved allocations and financial policies.
- Conduct regular budget reviews and variance analyses, identifying risks, trends, and opportunities for efficiency.
- Prepare financial forecasts to support sustainability, program planning, and growth initiatives.

Contract and Vendor Financial Management

- Support the financial review and administration of service contracts for third-party providers engaged by JACS.
- Ensure financial terms of contracts comply with JIS policies, approved budgets, and internal controls.
- Coordinate with the Business Office to ensure contracts are properly documented, approved, and renewed as required.

Revenue Tracking and Payment Oversight

- Oversee accurate recording, tracking, and reconciliation of all JACS revenue.
- Monitor invoicing and collections to ensure timely payment receipt.
- Follow up on outstanding balances and resolve discrepancies in coordination with relevant stakeholders.
- Analyze revenue trends and provide insights to support program planning and pricing discussions.

Financial Reporting and Compliance

- Prepare monthly and annual financial reports for JACS leadership and the Business Office, including income, expenditures, and budget performance.
- Ensure all financial records are complete, accurate, and audit-ready.
- Support internal and external audits by providing documentation and explanations as required.
- Ensure all financial activities comply with JIS financial policies, internal controls, and applicable regulatory and tax requirements.

Internal Controls and Risk Management

- Apply established financial controls to safeguard assets and reduce financial risk.
- Identify potential financial risks or irregularities and escalate concerns appropriately.
- Support continuous improvement of financial processes in coordination with the Business Office.

Stakeholder Communication

- Provide clear and timely financial information to the Head of JIS Academy and Community Sports to support operational and strategic decisions.
- Serve as the primary finance contact for JACS-related financial inquiries, working closely with the Business Office as appropriate.

Special Projects and Cross-Departmental Support

- Support the financial aspects of JACS-related special projects, initiatives, or events.
- Collaborate on cross-departmental initiatives, including sponsorships, partnerships, and fundraising activities, as applicable.

Professional Responsibilities

- Embrace and promote the JIS Learning Dispositions: Resilience, Resourcefulness, Relating, and Reflecting.
- Perform other related duties as assigned, consistent with the scope and purpose of the role.

TO APPLY

Interested candidates should apply directly by email to recruitment@jisedu.or.id.

Please submit the following materials as separate PDF attachments in one email:

- Cover letter expressing interest in the position
- Current resume
- List of three to five professional references with name, phone number, and email address
(references will not be contacted without the candidate's permission)

Safe Recruitment Statement

At Jakarta Intercultural School (JIS), we are committed to ensuring the safety and well-being of all our students. As part of this commitment, we have implemented rigorous recruitment policies and procedures designed to safeguard our students and uphold the highest standards of child protection.

Our recruitment process includes:

- Thorough verification of the identity and qualifications of all candidates.
- Obtaining and corroborating professional and character references.
- Performing comprehensive background checks in all countries of residence.
- Conducting a multi-stage interview process, including scenario-based questions to evaluate how candidates handle situations related to student safety and well-being.

Child Safeguarding Policy

JIS has a robust Child Safeguarding policy that seeks to protect our students, their families, and the entire JIS community. This policy ensures that all students have the right to protection and access to confidential support systems. As part of this policy, all community members with access to students must undergo annual child safeguarding training to stay informed and vigilant in protecting our students.

By maintaining these stringent recruitment practices, JIS ensures that our educational environment remains safe, nurturing, and conducive to the well-being and development of every student.