JIS Jakarta Intercultural School

JOB OPENING

POSITION: Treasury Manager
REPORTS TO: Head of Finance
External: We reserve the right to end the recruitment process once a suitable candidate is found.

PURPOSE

Under the supervision of the Head of Finance, the Treasury Manager is responsible for overseeing Accounts Payable (AP) and Treasury functions to ensure accurate and timely payments, effective cash flow and liquidity management, strong internal controls, and the safeguarding of the school's financial resources. The role is also responsible for improving operational efficiency, maintaining compliance with approved policies and procedures, and providing timely and accurate financial information to support management decisions.

QUALIFICATIONS, EXPERIENCES, AND ATTRIBUTES

- Bachelor's degree in Accounting, Finance, or a related field from a reputable university.
- Minimum of 8 years of relevant experience in Treasury, Accounts Payable, or related finance functions, including experience in a supervisory or managerial role.
- Strong knowledge of cash flow management, bank reconciliations, payment processes, internal controls, and financial risk management.
- Demonstrated leadership, team management, coaching, and mentoring skills.
- Proven ability to manage multiple priorities, work independently, and coordinate effectively with administrators, management, and other stakeholders.
- Experience with finance and accounting software systems or Enterprise Resource Planning (ERP) systems.
- Proficiency in Microsoft Office and Google Workspace, particularly spreadsheet applications.
- Strong analytical, problem-solving, organizational, and project management skills.
- High attention to detail, accuracy, integrity, and initiative.
- Effective written and verbal communication skills in both English and Indonesian.
- Ability to establish and maintain effective working relationships with people from diverse national and cultural backgrounds with sensitivity and respect.
- Ability to work effectively under pressure and meet deadlines while maintaining accuracy and sound judgment.
- A clear commitment to Child Protection, safety, service learning, and environmental stewardship.

DUTIES AND RESPONSIBILITIES

Accounts Payable

- Oversee daily Accounts Payable operations to ensure accurate, complete, and timely processing of invoices and payments in accordance with approved policies, procedures, budgets, purchase orders, contracts, and delegated approval authorities.
- Review payment batches and supporting documentation to ensure the validity, accuracy, completeness, and proper authorization of payments before execution.
- Ensure payments are processed according to approved payment schedules and contractual terms, while managing payment priorities and cash requirements.
- Ensure accurate calculation and recording of withholding tax and other applicable deductions, and coordinate with the Tax team to support compliance with tax regulations.
- Review vendor account reconciliations, investigate discrepancies, and ensure outstanding issues are resolved promptly.
- Review Accounts Payable subledger reconciliations against the General Ledger and ensure reconciling items are investigated and resolved in a timely manner.

- Monitor outstanding invoices, advances, and payment commitments to support cash flow forecasting and accurate financial reporting.
- Maintain effective internal controls, including appropriate segregation of duties and controls over vendor master data and payment processing.
- Supervise, coach, and develop AP team members to ensure consistent performance, accountability, and adherence to established procedures.
- Identify and implement process improvements to enhance payment accuracy, efficiency, transparency, and control.

Treasury and Cash Management

- Safeguard the school's cash and cash equivalents through effective cash management practices, internal controls, and compliance with approved policies and procedures.
- Prepare, monitor, and update short-term cash flow forecasts, incorporating available cash balances, expected receipts, payment commitments, and other funding requirements.
- Monitor daily bank balances and cash positions to ensure sufficient liquidity for operational needs and timely payment obligations.
- Manage and optimize bank balances and the allocation of funds across bank accounts to support operational liquidity and investment income, subject to approved policies and authorization limits.
- Monitor cash and cash equivalent balances, including bank accounts, petty cash, and advances, and review reconciliations against the General Ledger to ensure accuracy and timely resolution of discrepancies.
- Review cash advances and settlement reports to ensure timely accountability, appropriate supporting documentation, and compliance with established policies.
- Oversee cashier operations and ensure proper cash handling, documentation, reconciliation, and safeguarding of funds.
- Manage and monitor online and offline payment channels to ensure secure, accurate, and efficient payment processing.
- Maintain effective relationships with banking partners and coordinate banking services, account administration, transaction facilities, and service-related issues.
- Monitor foreign currency balances and cash requirements, including foreign currency exposure related to operational and personnel expenses, and provide timely analysis and recommendations to the Head of Finance.
- Monitor the liquidity requirements and maturity profiles of cash placements and investments, and coordinate with the Head of Finance to ensure funds remain available for operational requirements.
- Prepare timely and accurate treasury reports covering bank balances, cash flow forecasts, liquidity positions, payment commitments, cash advances, and other relevant treasury matters.
- Ensure appropriate controls over online banking access, payment authorization, bank account administration, and changes to payment instructions.
- Supervise, coach, and develop Treasury team members, including cashiers where applicable, to ensure effective operations, accountability, and compliance with established procedures.
- Identify and implement treasury process improvements to strengthen controls, reduce operational risks, and improve efficiency.

Other Responsibilities

- Support the Head of Finance in financial planning, budgeting, audits, internal control reviews, and other finance-related initiatives as required.
- Ensure proper documentation and maintenance of records for audit purposes and compliance with school policies and applicable regulations.
- Collaborate with other Business Office teams and relevant departments to resolve operational issues

and improve cross-functional processes.
- Perform other related duties and assume additional responsibilities as assigned by the Head of Finance and CFO/COO, including special projects as required.

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 and the candidate's country of origin.
- 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.