

Job Title Finance officer (Maternity Cover Consultant)
Duration 5 months
Reports to ESEAOR Head of Corporate Services
Location IPPF ESEAOR - Kuala Lumpur Regional Office

Context of Role

The Consultant will support the Regional Office in the absence of the Finance Officer to ensure the smooth and timely operation of financial processes, in line with the overall IPPF Policies and Procedures.

Role Purpose

The Consultant is responsible for the efficient and effective functioning of the financial operations and systems of IPPF ESEAOR to be aligned, transparent and compliant with IPPF Policies, Terms of Reference(s) and Procedures.

The Consultant will work closely with the Finance Hub to maintain accurate supplier and financial records, facilitate timely payments, and ensure all financial activities meet compliance standards, i.e. IPPF's internal policies, donor guidelines, and international accounting standards

Key Responsibilities & Deliverables

1) Payments – Ensure Timely Processing

- a) Prepare payment list for the Finance Hub every Monday
- b) Prepare payment list for Maybank payments (local banks) twice weekly
- c) Monitor and update PO tracker for payment tracking
- d) Send bank slips to beneficiary / person in charge
- e) Create float (POCO)MYR30,000 when Maybank balance reaches MYR10,000.
- f) Upload and update consultancy payment milestones in VMS for payment processing
- g) Support HOCS in coordinating with money changers for advance funding
- h) Provide financial support for IPPF General Assembly 2025 as required

2) Travel – Supporting Regional Office in travels / meetings

- a) Prepare the travel advance for staff / participants
- b) Monitor staff advances and knock off the advance upon staff expense submission into NetSuite
- c) Assist the admin team with per diem calculations
- d) Provide support for pre and post IPPF General Assembly 2025 activities

3) Journal

- a) Process monthly SPRINT overhead journals
- b) Support year-end closing for 2025 in coordination with the Finance Hub

4) Any other ad-hoc task assigned by HOCS

Expertise

- Has a minimum of 3 years of experience in financial accounting
- Familiarity with accounting software

Key Skills

- A degree in Accounting or Finance or equivalent.
- Proficient in MS Office applications and digital file management
- Excellent organizational, communication and interpersonal skills
- Skilled at advising and negotiating (where applicable) with both internal and external parties to make effective and efficient decisions based on policies and procedures
- Able to handle multiple priorities within budgets and deadlines
- Easily adaptable and has tactical problem-solving skills
- Able to work both independently and as part as a team, and to escalate complex issues where needful
- Professional, High integrity and respect for confidentiality

Your Ethos

- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of workers' rights and access to health care in sex work.

IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment. Anyone employed with IPPF agrees to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy.