



**CORAL TRIANGLE  
INITIATIVE**  
ON CORAL REEFS, FISHERIES  
AND FOOD SECURITY



Term of Reference  
**FINANCE OFFICER**  
Regional Secretariat  
Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security  
(to be based in Manado, North Sulawesi, Indonesia)

## Background

The Coral Triangle Initiative on Coral Reefs, Fisheries, and Food Security (CTI-CFF) is a multilateral partnership among six countries : Indonesia, Malaysia, the Philippines, Papua New Guinea, Solomon Islands, and Timor-Leste, focused on safeguarding the region's marine and coastal biological resources. The CTI-CFF Regional Secretariat, headquartered in Manado, coordinates regional collaboration, implementation, and progress monitoring of the CTI-CFF Regional Plan of Action (RPOA)

To support the Finance team, the Regional Secretariat seeks Finance Officer (FO) to strengthen data integrity, reporting, and knowledge-sharing functions.

## Objective of the Assignment

To ensure accurate, timely, and compliant financial operations in support of the Secretariat's goals, with a particular focus on cashiering, transaction processing, and supporting financial reporting and donor accountability. The role requires strong attention to detail, analytical skills, and the ability to manage multiple priorities in a dynamic international setting.

## Terms of Reference (ToR)

This Terms of Reference (ToR) sets out the role, functions, and procedures applicable for the appointment of a Finance Officer (FO) to the Regional Secretariat of Coral Triangle Initiative on Coral Reefs, Fisheries and Food Security (CTI-CFF). The Finance Officer will operate in accordance with this ToR, administrative requirements of the CTI-CFF's Rules.

## Scope of Work

The Finance Officer shall perform the following tasks professionally. Under the direction and supervision of the Finance Operation Manager, the Finance Officer shall:

- Handle petty cash transactions, ensuring complete documentation, approvals, and voucher accuracy.
- Process and record all financial transactions, including payments, transfers, and bank activities such as deposits and withdrawals, in compliance with applicable rules and regulations. Ensure complete supporting documentation, and timely monthly bank reconciliations.
- Ensure transaction records comply with regulations and donor requirements for both cash and non-cash activities.
- Maintain adequate cash balances and minimize risk via responsible disbursement scheduling.
- Perform routine petty cash counts per policy; ensure safe custody at all times.

- Monitor foreign exchange rate application and document conversions for reporting consistency.
- Verify incoming invoices against contracts, purchase orders, and delivery notes prior to payment.
- Provide clear, complete, and audit-ready documentation for all incoming funds, including country contributions, grants, and miscellaneous income, ensuring alignment with donor agreements, fund classifications, and internal financial policies.
- Consolidate monthly cash forecasts from unit budget holders and submit timely reports to the Finance and Operations Manager.
- Process monthly payroll, including salary calculations and payslip distribution.
- Maintain an organized, dual-format filing system (digital and physical) for all financial records
- Support data preparation for budgeting and reforecasting processes.
- Assist in the preparation of donor financial reports and organizations financial report.
- Prepare documentation and respond to queries in internal and external audits.
- Implement cash handling and disbursement protocols in compliance with the FPPM.
- Participate in reviews of compliance, risks, and control improvements as directed.
  
- Any relevant and reasonable specific tasks required by the Executive Director (ED) and Deputy Executive Director for Corporate Services (DED CS)
- Work as a team with other team members of Corporate Services (CS) as well as Program Services (PS)

### Coordination and Reporting

1. Finance Officer will report directly to the Finance Operation Manager (FOM) of the CTI–CFF Regional Secretariat in the daily implementation of his/her services as outlined in the TOR.
2. Works in close coordination with Operation Officer and other Secretariat teams.

### Competency Requirements

Competencies required for this position include:

1. At least has a bachelor's in finance, Accounting, Management or other relevant fields.
2. At least three (5) years of relevant professional work experience in accounting, financial and managerial work.
3. At least three (3) years of relevant work experience with an international organization, international development cooperation, or in a dynamic environment with multiple stakeholders and international partners.
4. Excellent technical, analytical, communication and organizational skills
5. Team worker, responsible, dependable, with integrity, etc.
6. Ability to plan, prioritize and coordinate work effectively,
7. Ability work to strict deadlines and implement organizational policy.
8. Strong team spirit with a passion for managing teams composed of people from different cultures, fields and backgrounds.
9. Proactive with a "can-do" attitude
10. **Excellent proficiency in the English language (both spoken and written) is MANDATORY.**
11. Knowledge of other CT6 Member Countries working language is an asset.
12. Willing to relocate to Manado, North Sulawesi, Indonesia.

### Period of Employment and Mode of Engagement

The period of employment will be **24 months subject to 3-month probation** and commences on the date of appointment.

### Condition of Application

1. This position is open only for citizens of CT6 Member Countries (Indonesia, Malaysia, Papua New Guinea, Philippines, Solomon Islands, Timor Leste).
2. The successful applicant will be based at the CTI-CFF Regional Secretariat in Manado, North Sulawesi, Indonesia.
3. Competitive compensation and benefits  
Salary according to CTI-CFF Salary Scale (Grade Level 13)

### Submission of Application

1. Please submit your cover letter (including your last salary information), CV, with at least 3 Work References and scanned copies of certificates i.e., diploma, training to: [regional.secretariat@cticff.org](mailto:regional.secretariat@cticff.org) in format <Finance Officer> <Your Name> **by 8 June 2025**.
2. The position is subject to open competition regardless of race, color, gender, mother tongue, religion and beliefs, or the national, ethnic or social origin.
3. Only shortlisted applicants will be contacted for interview.