

**[FULL-TIME] Finance & Administration Officer****A. About Ecoxyztem**

A venture builder for climate-tech startups in Indonesia. It was founded in 2021 from a joint venture between Greeneration Indonesia (2005) and Impacteam (2020), Ecoxyztem aims to enable ecopreneurs to solve climate challenges at scale. We provide early-stage startups with limitless involvement and support as “Co-founder as a service” to focus on developing and growing their profitable and Impactful businesses.

Learn more about Ecoxyztem: [www.ecoxyztem.com](http://www.ecoxyztem.com)

**B. About the Position**

Financial plays a very fundamental in our organization. The investment landscape, to be more specific in the impact investment, relies on how excellent we manage the funds and maintain all the traction. We need a person who is eager to build a strong foundation on our financial report as well as navigate the cash flow of the organization for better growth.

**C. Responsibilities and Task**

- Perform the main tasks of the Financial Administration Staff and Personal Assistant
- Responsible for handling daily administration
- Prepare books & periodic financial reports
- Preparation of financial data

**D. Qualification, Competences, and Experience**

- At least SMK/D3/S1 in Accounting, Finance, or other related fields
- Minimum 1 year of experience as Finance Staff
- Have experience in handling bank transactions, making budget plans, financial reports, and other tasks or documentation regarding finance
- Thorough, detail-oriented, and good at handling administration
- Have a good understanding of PSAK
- English skills (intermediate to business)
- Leadership and communication skills
- Familiar with startup and remote work
- Have good digital literacy skills
- Able to work in a dynamic team environment and fast-paced work demands
- Good analytical and conceptual thinking
- Strong problem-solving with good judgment and a sense of urgency
- Ability to multi-task and manage various project elements simultaneously

**E. Location**

Preferably in Greater Bandung Area

**F. Salary**

Salary and benefits are competitive and will be commensurate with the candidate's qualifications and experience

**G. How to Apply**

- Fill up the [application form here](#) or through Ecoxyztem website
- This vacancy is open until the position is filled. If you don't hear from us within 30 days after submitting, it means we can't proceed with your application
- Only qualified candidates will be contacted for the further recruitment process