

Job Title: Finance Officer

Overview:

We are seeking a detail-oriented and disciplined Finance Officer, who will be responsible for supporting financial operations by ensuring accurate financial records, timely processing of transactions, and compliance with internal policies and legal requirements. The role works closely with internal departments to support budgeting, reporting, and day-to-day finance activities while maintaining high standards of accuracy and confidentiality.

Key Responsibilities:

- Process and record financial transactions. Responsible for monthly, quarterly, and annual financial reporting
- Prepare and maintain accurate financial records and documentation in accordance with company policies and accounting standards
- Support budgeting, forecasting, and expense tracking activities
- Coordinate with internal departments to obtain financial information and resolve discrepancies
- Ensure compliance with statutory, tax, and regulatory requirements
- Assist with audits and provide required documentation when needed
- Identify and report financial discrepancies, risks, or issues to CEO and follow up as instructed
- Carry out all administrative tasks related to financial aspects
- Maintain confidentiality of financial information at all times

Qualifications & Skills:

- Proven experience in finance and administration
- Strong organizational and analytical skills
- Excellent communication and problem-solving abilities
- Fluent in Bahasa Indonesia; ability to communicate in English is preferable but not mandatory
- Literate, proactive, and highly organised
- Motivated, open-minded, and willing to learn
- Proactive in following up tasks, chasing progress, and reminding team members to ensure deadlines and responsibilities are met
- Detail-oriented, not forgetful, and able to maintain accurate tracking of ongoing tasks
- Willing to step out of their comfort zone and take initiative in challenging or unfamiliar situations

Conditions & Benefits:

- Full-time, either on-site or remote - to be negotiated
- Based in Bogor
- Flexible working hours, provided all responsibilities and deadlines are met
- **Base Salary:**
 - Probation Period: 1 month with a salary of Rp 3.000.000
 - Post-Probation: Potential salary increase up to Rp 6.000.000 within the first year, based on performance

How to Apply:

- Applications can be submitted via email to naturalhistoryindonesia@gmail.com
- Please include CV and motivation letter, along with relevant details (if any)
- There is no deadline for submission. We are on a first come first serve basis, where the earliest suitable candidates will be selected as soon as possible. Selected candidates will be informed via email.