

CREDIT GUARANTEE AND INVESTMENT FACILITY

Credit Guarantee and Investment Facility (CGIF), a Trust Fund of the Asian Development Bank (ADB), was established by the Governments of 10 ASEAN countries and Japan, China, and Korea (ASEAN+3) and ADB as a key component of the Asian Bond Markets Initiative (ABMI) of ADB and the ASEAN+3 cooperation. CGIF has been established to promote economic development and resilience of the financial markets and to prevent disruptions to the international financial order by developing deep and liquid local currency and regional bond markets. The main function of CGIF is to provide credit enhancement to allow investment-rated issuers to issue local currency bonds in ASEAN+3 countries.

CGIF is looking for a Financial Control Officer, a local national staff position. This individual will perform well defined assignments in an efficient and effective manner to support CGIF executives, professional staff, experts and other colleagues. Selected candidate will be offered locally competitive salary and benefits.

Financial Control Officer

The Financial Control Officer, locally recruited, will coordinate and supervise CGIF activities related to fiduciary and internal financial control compliance; process claims and advances, payrolls, staff benefits, accounts payable, and system accounting; and prepare management reports and handle administrative expense related matters in a timely, effective and efficient manner.

Responsibilities will include:

- Ensure proper general ledger accounting for expenditure transactions, claims, payroll and benefits payments and other financial transactions and records in line with CGIF policies and administrative orders.
- Review and/or process vouchers for approval by authorized staff;
- Review and/or process journal entries before posting; monitor and reconcile the assigned accounts
- Maintain and monitor fixed asset records
- Monitor cash accounts
- Assist in the preparation of financial and management reports and financial statements
- Ensure the accuracy and reliability of systems processes; identify and coordinate system issues, make system and process improvements from user's perspective
- Contribute to efficient discharge of financial recording functions; facilitate the smooth operation of the work flow and the processes within CGIF
- Any other relevant duties that may be assigned based on business needs

Qualifications

- A university degree in accounting, business administrative, commerce or finance or related fields; preferably a Certified Public Accountant (CPA)
- At least 6 years combined work experience in accounting operations and payroll, staff

benefits, or in related areas of accounting or auditing including supervisory experience of at least 3 years

- Good knowledge of accounting principles (IFRS), procedures and standards and understanding of sound internal controls as they apply to financial and accounting processes.
- Analytical and systematic; with attention to detail
- Good computer skills with sound knowledge and proficiency in the use of word processing, excel spread sheet, and other office software
- Ability to work with minimum supervision, and maintain composure under pressure
- Excellent command of written and spoken English

Interested candidates are invited to submit their applications with a detailed curriculum vitae including nationality, present and expected salary, a recent photograph, a contact telephone number and an email address to “Head of BPMS” at HRAdmin@cgif-abmi.org with the subject of the email listed as “Application for Financial Control Officer” no later than 31 January 2015.

Only shortlisted candidates will receive notification on the next stage of evaluation.