

The Economic Research Institute for ASEAN and East Asia (ERIA) is a leading international research institution where top economists work together and conduct research to develop practical policy recommendations for economic integration among the economies of ASEAN and East Asia. ERIA provides great opportunities for staff to tackle and study a broad range of subjects and meet academic and non-academic interests.

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## **Assistant, Financial Affairs**

### **1. Qualification**

- Familiar with journal, AP/AR, Invoice, Cash Claims, Payment to Company
- Good command in English

### **2. Job Description**

- Input and check journal, AP/AR, Asset Depreciation
- Calculating salary, gratuity, income tax, Indonesian Social Security
- Preparation for the bank transfer
  - Making List for payment
    - Remuneration for the project
    - Travel Agent, etc.
  - Filing for the evidence
  - Input the data into internet banking
- Others
  - Handling petty cash
  - Making list for VAT tax exemption
  - Respond to inquiries from Audit, etc.

### **3. Education**

- Accounting

### **4. Working Experience**

- Working at account division for minimum 3 years

### **5. Computer Skill**

- Excel
- Accounting System : "ODOO System"

## 6. Working Location

Office will be provided at the ERIA Annex Office

Address: Sentral Senayan II, 8 Floor, Jl. Asia Afrika No.8,

Gelora Bung Karno – Senayan, Jakarta Pusat 10270, Indonesia

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### **How to Apply**

Send a full resume with relevance ability descriptions to [recruit@eria.org](mailto:recruit@eria.org) as soon as possible. Please mention '***Application for Assistant, Financial Affairs***' on the email subject email. ERIA only accepts applications submitted through this email address.

**Start date:** As soon as possible

**Deadline for application: Until the position is filled.**

Note: ERIA does not charge fees at any stage of our recruitment process. Send your questions, if any, to [recruit@eria.org](mailto:recruit@eria.org). For additional information, refer to the ERIA website, <http://www.eria.org>.