

## JOB DESCRIPTION

Department:	Administration & Finance
Post:	Administration & Finance Officer
Classification:	Professional Category
Salary Level:	A competitive salary and benefits package based on experience are offered.
Term:	Fixed-term appointment for two years, with the possibility of renewal at the end of the term based on performance and upon mutual agreement.

### **Background:**

The Asian Productivity Organization (APO) is a regional intergovernmental organization comprising 20 member countries. With a Secretariat led by the APO Secretary-General located in Tokyo, Japan, the APO contributes to sustainable economic development in the Asia-Pacific region by developing and implementing about 150 programs and projects annually.

### **General Duties:**

Under the direction and supervision of the Director, Administration & Finance Department, manage all administrative functions of the organization, including financial, accounting, budgetary, human resources management, office management, and procurement; oversee activities of all departments to ensure financial consistency and discipline; oversee the program planning and budgetary process of all departments; coordinate with external agencies in all aspects relating to the operations of the organization; and administer general and office affairs of the Secretariat.

### **Responsibilities:**

- Manage and support overall preparatory work for the APO annual budget, program, and finances for submission to the APO Governing Body, including monitoring, analyzing, and advising on utilization of budgetary resources and allocations; and reviewing and reporting of revenue and expenditure trends, financial commitments, policy guidelines, and future forecasts on the organization's finances.
- Organize the annual Governing Body Meeting (GBM) and Workshop Meeting of Heads of NPOs (WSM); and prepare or support the preparation of official documents for the GBM and WSM such as the annual financial report, annual program budget, and any other financial management reports required or as requested.
- Ensure and monitor financial discipline based on the APO's Financial Regulations and all other related rules and internal guidelines; facilitate the smooth operations of the Secretariat, including approving payments, preparing financial statements, managing external auditing, and approving project documents and other related documents; review and ensure that accounting and financial records are maintained in compliance with

approved policies and procedures; and proactively recommend, develop, or enhance administrative and financial procedures.

- Ensure consistent application and compliance with the APO's Rules and Regulations including Staff Regulations and Rules, Project Regulations, Financial Regulations, and all other financial provisions relating to the implementation of APO projects as decided by the Governing Body as well as by the Secretary-General; and ensure all updates and changes are incorporated accurately.
- Manage human resources matters including payroll, staff performance appraisal system, recruitment, orientation, and placement of staff; arrangements relating to resignation/termination of staff, including terminal payment; counseling staff on personnel/labor matters; and ensuring compliance with Japanese labor laws and regulations.
- Coordinate with member country governments/ministries and national productivity organizations on matters relating to membership contributions, special cash grants, Participating Country Expenses, and other administrative or financial arrangements, payments, and settlements.
- Manage staff welfare programs by administering matters relating to insurance, health, and social and labor insurance arrangements and applicable staff education, housing, and commutation allowances; assisting international staff members in their settling-in process upon joining the Secretariat; and promoting activities to support staff welfare.
- Oversee general affairs of the office including coordinating office lease/rental agreements; procurement of furniture, office equipment, and supplies; maintenance of records and inventory control; safety and security matters; and continuous improvement of the work environment of the office.
- Facilitate matters relating to visa applications for staff members, and for resource persons and participants where applicable, including the issuance of notes verbale and other required documents; and coordinate with the relevant visa-issuing authorities in Japan as well as in member countries as required.
- Oversee legal, compliance, and contractual matters; and vet Japanese-language articles, media releases, letters, and other forms of official correspondence for the Secretariat.
- Manage and guide the staff of the general administration and accounting teams, including planning and discussing individual work plans and evaluating performance.
- Perform other duties that may be assigned by the departmental Director or Secretary-General.

**Minimum Qualifications:**

- A minimum of 10 years of professional and management positions in an international environment with experience in finance and accounting applying international accounting standard; three years' experience in providing administrative support dealing with procurement, contracts, and human resource-related matters in government, public/private corporations, training institutes, or institutions of higher learning.
- Proven ability in preparing annual financial reports and managing audit processes.
- A Bachelor's degree in finance, accounting, business administration, or other related fields from a reputable college or university.
- Business-level communication in English (TOEIC score of 900 or higher), the official working language of the APO, with native-level fluency in Japanese.

**Preferred Qualifications:**

- Excellent communication skills in English and Japanese, both verbal and written.
- Ability to think, plan, and implement multiple tasks and projects in a systematic fashion.
- Exposure to the operations of international and regional organizations, building and managing partnerships, and developing networks and alliances for major stakeholders such as government or public/private corporations.
- Knowledge of software for accounting, human resources, e-banking, and financial analysis.
- A Master's degree in business administration or recognized professional qualifications in finance and accounting, such as CPA, ACCA, and CIMA.