

JOB DESCRIPTION

Department : Administration & Finance Department
Post : Accountant
Classification : General Service
Term : Fixed-term appointment for two years, with possibility for renewal at the end of the term.

Background:

The Asian Productivity Organization (APO) is a regional intergovernmental organization comprising 20 member countries. With a Secretariat led by the 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 overall direction of the Director, Administration & Finance Department, and the direct supervision of the Administration & Finance Officer, to be responsible for applying accounting principles and procedures to analyze financial information, prepare accurate and timely financial reports and statements, process payments, and ensure appropriate accounting control procedures.

Responsibilities:

- Receive and check payment-related documents submitted by departments to ensure their accuracy and compliance with internal/external rules and guidelines and to advise other departments on necessary actions where applicable.
- Manage bank accounts for foreign exchange, deposits, payments, transfers, and remittances; prepare schedules of bank deposits and bank reconciliation statements; maintain cash positions and cash flows; and coordinate and attend to banking-related matters.
- Maintain a petty cash fund, record disbursements, and prepare summary statements of expenses for reimbursement.
- Handle reimbursement of airfares for all participants, resource persons, and APO staff members, including the recording of information on receipt of airfare invoices and monthly payments; communicate with national productivity organizations and travel agents; and prepare all related payment documents.
- Process all payments for project costs and administrative expenses, except staff salary, and transfer funds via an e-banking system.
- Prepare journal entries to record in the general/subsidiary journals and ledgers all receipts, deposits, payments, and transfers of funds, including outstanding receivables and payables.
- Issue invoices, record receipts, and monitor the outstanding balance of Participating

Country Expenses (PCE) and coordinate with other departments if necessary.

- Prepare the draft annual financial statements, including the balance sheets, statement of revenues and expenses, statement of changes in surplus, statement of cash flows, and the accompanying schedules; and attend to the interim/annual audit of accounts by the external auditors.
- Prepare periodic schedules of outstanding receivables from member countries such as membership contributions and PCE and request statements of implementation costs incurred by hosting institutions/countries.
- Maintain files on all accounting and financial documents including updating the asset lists and coordinating a physical inventory check to ensure custody of the assets.
- Support the Administration & Finance Officer in preparing program- and finance-related documents for the Governing Body Meeting and Workshop Meeting of Heads of NPOs including budget plans, financial estimates, program plans, airfare, and DSA rates.
- Perform such other duties as may be assigned from time to time by the Administration & Finance Officer, Director, or Secretary-General such as working with other staff to ensure continuous improvements in the finance and accounting procedures and processes.

Minimum Qualifications:

- University graduate;
- Three years hands-on experience in accounting or finance including experience in a mainly English-speaking environment; and
- Proficient in both written and spoken English and Japanese.

Preferred Qualifications:

- A Bachelor's degree, higher degree, or equivalent professional qualifications, in accounting, finance, or other related fields;
- Knowledge of international accounting standards and finance;
- Familiarity with software for accounting, e-banking, and financial analysis;
- BATIC certification, or 2nd grade or higher in the bookkeeping examination, or equivalent professional qualifications;
- TOEIC score of 800 or higher;
- Good communication skills; and
- Exposure to a multicultural work environment.