



Vacancy

Department:	Executive Office
Division:	Finance Division
Post:	Head
Classification:	Professional
Salary Level:	A competitive salary and benefits package based on experience are offered
Term:	Fixed-term appointment for two years, with the possibility of reappointment based on performance and upon mutual agreement

The Asian Productivity Organization (APO) is a regional intergovernmental organization comprising 21 members. With a Secretariat located in Tokyo, Japan, the APO contributes to sustainable economic development in the region as guided by its vision for inclusive, innovation-led productivity growth in the Asia-Pacific.

The APO is inviting applications for the position of Head, Finance Division, from qualified individuals with strong qualifications, experience, and the required mindset to join its Secretariat in Tokyo. Applicants must be nationals of APO member economies.

I. Duties:

Reporting to the Director, Executive Office (EXO), the Head, Finance Division, is responsible for the control, monitoring, and delivery of the full range of financial functions of the organization, including payments, accounting, and budgeting, as well as ensuring financial transparency and consistency; supporting the program and budgetary planning process and reporting of all offices/directorates; and coordinating with external agencies in all aspects relating to the financial operations of the organization.

Specific Duties:

1. Ensure and monitor financial discipline based on the APO's Financial Regulations and all other related policies, rules, and internal guidelines; facilitate the smooth operations of the Secretariat, including approving payments, taking corrective action as required, preparing financial statements, managing external auditing, and approving other financial transactions; review and ensure that accounting and financial records are maintained in compliance with approved policies and procedures; and proactively recommend, develop, or enhance financial procedures.
2. 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 the utilization of budgetary resources and allocations and financial performance; and reviewing and reporting of revenue and expenditure trends, financial commitments, policy guidelines, and future forecasts on the organization's finances.
3. Support the preparation and implementation of the annual session of the APO Governing Body Meeting (GBM) and Workshop Meeting of Heads of National Productivity Organizations (NPOs) (WSM) and

prepare annual financial reports and any other financial management reports and documents required or as requested.

4. Ensure consistent application of and compliance with the APO's financial provisions relating to the implementation of programs/projects as decided by the Governing Body as well as by the Secretary-General and ensure that all updates and changes are incorporated accurately.
5. Make recommendations to senior management on financial policies, including those that may be the subject of Governing Body consultations, and provide financial information to facilitate management decision-making.
6. Coordinate with member country governments/ministries and NPOs on matters relating to membership contributions, special cash grants, Participating Country Expenses, and other administrative or financial arrangements, payments, and settlements.
7. Manage and guide the staff of the Finance Division, including planning and discussing individual work plans, integrating and coordinating work, and conducting performance appraisals.
8. Provide technical guidance within the Secretariat from a financial and internal controls perspective on project management and operational matters, including contracts, procurement, travel, and staffing.
9. Perform such other duties as may be assigned by the Director of EXO or Secretary-General.

II. Minimum Qualifications:

1. Experience:

- A minimum of 12 years of experience in international organizations, government institutions/agencies, the public sector, or large multinational private corporations in professional and managerial position(s) in finance and accounting applying international accounting standards.
- Experience in and knowledge of handling the membership contribution formulas of organizations at the regional/international level would be a significant advantage.
- Experience in providing administrative support in dealing with procurement and contracts.
- Proven ability in preparing annual financial reports and managing audit processes.
- Proven ability in leading and supervising units/teams.
- Proven ability in establishing effective working relations in a multicultural team environment.
- Experience in ERP system implementation would be an advantage.

2. Education:

- A graduate from a reputable college or university, with an advanced degree in finance, accounting, business administration, or other related fields, preferably with a master's degree in business administration or recognized professional qualifications in finance and accounting such as CPA, ACCA, and CIMA.

3. Mindset:

- Proactive, result-oriented leadership.
- Motivator, imparting confidence to others.

- People-oriented management style with attention to inclusiveness.
- Strategic, innovative thinker with strong analytical abilities.
- Ability to multitask, undertake cross-functional work, and deliver results under tight deadlines.
- Consultative, with a strong teamwork and team-building orientation.
- Attention to quality, accuracy, and detail.

4. Language and Communication:

- Excellent interpersonal, negotiation, and communication skills in multicultural environments and international settings.
- High level of proficiency in both written and spoken English. Native-level fluency in Japanese would be an advantage.