



## **POSITION DESCRIPTION**

### **POSITION: ADMINISTRATIVE PERSONNEL**

Duty Station: Jakarta (preferred) or Bali

Period of Work: Fulltime

### **OUR COMPANY**

Founded in 2017, Lestari Capital is a start-up environmental enterprise, built to protect the world's natural assets through a commercially viable business model. We accomplish this by mobilizing new finance for initiatives that protect and rehabilitate important natural landscapes around the world. The Indonesian word "Lestari" means sustainable, or everlasting, signifying our commitment to developing long-term sources of finance for high quality conservation and restoration initiatives.

As the global commodity, transportation and energy sectors begin to respond to evolving market requirements, Lestari Capital works in parallel with the same forces driving supply-chain transformation to generate financing for conservation. Lestari Capital supports multi-stakeholder sustainability standards by providing credible, transparent and efficient ways for the private sector to meet and surpass sustainability commitments, certifications and import requirements. We are using this approach in Southeast Asia, demonstrating how the cost of environmental impact can be built into the cost of commodity production.

Lestari Capital's impact model addresses a critical need for long-term operating capital for Projects run by local communities, conservation non-profits and environmental services companies. Lestari Capital aims to strengthen Southeast Asia's emerging ecosystem services marketplace, by connecting demand for on-the-ground conservation efforts among commodity producers/buyers with Projects that are protecting or restoring forests where these companies operate, to protect at-risk areas.

At the center of Lestari's approach is the Sustainable Commodities Conservation Mechanism (SCCM), which finances Projects for a minimum of 25 years. The SCCM provides independent fiduciary oversight that ties payments to results on the ground, ensuring benefits to local communities, global climate and biodiversity. Funds are managed through a financial vehicle domiciled in Singapore that delivers payments through a custodian bank.

Lestari Capital's diverse Project portfolio includes internationally certified initiatives on the forefront of tropical conservation, ecosystem restoration and community forestry. Our company specializes in selecting, vetting and financing certified conservation, restoration and community-forest Projects that



protect forests, peatlands and biodiversity. This includes working with members of the Roundtable on Sustainable Palm Oil (RSPO) and those with “Zero Deforestation” pledges. Efforts are also underway to expand to additional commodity sectors, as our company supports emerging sustainability trends through a credible and transparent conservation finance platform.

Lestari Capital is supported by a diverse group of public-private partnerships and brings actors from the commodities and finance sectors together with conservation initiatives and funders. Our portfolio prioritizes support for Project models that can eventually support jurisdictional and national climate targets.

## POSITION OVERVIEW

The Indonesia administrative personnel will have a hybridized role with the following responsibilities:

### Accounting and Administrative Management

#### Primary roles:

- **Compliance** – Work with external service providers and regulators to ensure compliance with Indonesian compliance requirements.
- **HR administrative functions** – Coordinate with business lines to assist with HR functions such as recruitment, payroll, policy review, leave and time management.
- **Corporate administration** - Assist Chief Sustainability Officer and Chief Conservation Officer on their team administration matters
- **Expenses** – Prepare expense claims, adhering to expense policy deadlines to eliminate late fees and adhering to expense policy. Provide guidance and answer queries on expense and procurement policies. Ensure all regular invoices are collected and work with company’s accountant to ensure all invoices are entered as part of book keeping process.
- **Travel** – arrange and coordinate travel bookings, seeking the required approval/s prior to booking, prepare travel itineraries for each trip, including multi-leg, track and record all travel costs as needed or requested. Research, assist in obtaining passports, visas etc. Adhering to firm wide policy and tools.
- **Customized communications and meeting support** - You will assist to draft communications, prepare correspondence or documents using templates and per company’s standards. Manage administration of meetings including issuing of invitations, documentation collation, agenda preparation, monitoring of attendance, circulation of agenda and pre-reading and minute taking. Assist in collating monthly / quarterly reports from team members and provide basic sanity checks on content and presentation coherence.

## Secondary roles:

- **Group level** - Backup for liaison with outsourced admin/accounting team, initiating bank account transactions (invoices/fees/payroll etc) for group financial matters , monitoring the day-to-day financial operations within the company, such as payroll, invoicing, and other transactions for group financial operations matters
- **General** - Ensure adequate logistics set up (office space, communication channels) for new starters in team and brief them on administration matters. Be well versed and organise trainings on HR, Procurement and Expense policies. Order business cards and other supplies/gifts/flowers when appropriate. Initiate payment requisition process, seeking the required approval/s from management. Manage renewal / account set up of software licenses (MS Office, Websites, LinkedIn etc.)
- From time to time, the role could also entail technical development tasks as well as providing support for business development pipeline.

## QUALIFICATIONS

- Take ownership of enquiries, referring to the appropriate team member who can assist where necessary
- Preferably 1 to 2 years of experience in the business management field.
- Proactively update internal clients on progress of administrative matters
- Good command of written and spoken English
- Strong interpersonal and communication skills
- Proficiency in MS office applications
- Ability to multi-task as well as work independently and under pressure
- Strong organizational skills and is also a team player
- Detail oriented and possess initiative
- Ideally, you'll also have
  - Prior working experience in professional services organizations will be highly advantageous
  - Able to comprehend complex business model and provides a comprehensive financial projection
  - Experience in fast paced, start-up environments a MUST – be able to work comfortably under pressure, frequently changing landscape and tight deadlines

## PERSONAL ATTRIBUTES AND COMPETENCIES

- Good personal organizational and priority setting skills, with the ability to work effectively under time pressure and manage multiple priorities.
- Capable of working independently as well as being an effective team player, with initiative and creativity.
- Good interpersonal and communication skills, with the ability to effectively interact with people in a multi-disciplinary and multi-cultural environment.
- Values the sharing of information and continuous improvement in a cooperative atmosphere of constructive evaluation and learning.

## TO APPLY

The salary will be commensurate with qualifications and experience.

Applicants should apply by sending a cover letter and CV to: [hello@lestaricapital.com](mailto:hello@lestaricapital.com)

Please include your name and the position in the subject line of the email and in the titles of all attachments. In cover letter please include this summary table:

Surname	
First Name	
Degree type (e.g. BA)	
Degree field	
Graduation Date	
Years of work experience	
Main expertise area	
Language fluency	
Nationality/Residency	
Availability	