



POSITION ANNOUNCEMENT AT LESTARI CAPITAL

POSITION: ACCOUNT & HR ASSISTANT

Duty Station: Singapore

Contract period: Fulltime, Permanent

OUR COMPANY

Established 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

Be a part of a vibrant and fast-growing company in an exciting and very topical space. The Finance and Human Resources assistant will be assisting the Financial Controller in managing the day to day and monthly financial, cost controlling and reporting activities for Lestari Capital group of companies.

POSITION RESPONSIBILITIES

- Handles AP/ AR and month end journals
- Perform accounting and HR data-entry
- Processing of claims reimbursements in according to company policies
- Assist with year-end audit
- Assist with month-end financial report closing
- Assist on preparation of payroll for staff
- Assist on CPF submission
- Perform other general accounting and HR duties assigned
- Support the general admin duties of the company
- Prepare customer invoices and follow-up outstanding payments through phone call/email and posting of statement of account
- Fixed Asset Register, Audit Schedules
- Maintain good documentation and filing system
- Assist in establishing internal control procedures to improve the accounting process

REQUIREMENTS

- Candidate must possess at least Professional Certificate/NITEC in any field
- At least 2 years of working experience in the related field is preferred for this position
- Proficient in Microsoft office like: Excel & Word
- Possess good interpersonal skills
- Effective team player
- Able to start work within short notice will be an advantage



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- 5 days work week
- Proactive and mature working attitude
- Basic knowledge in Accounting and HR will be added advantage

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.
- Ability to navigate through ambiguity and deliver results amidst competing priorities

WORK CONDITION

The candidate will be stationed in Singapore.

TO APPLY

The salary will be commensurate with qualifications and experience.

Applicants should apply by sending a cover letter and CV to: jobs@lestaricapital.com

The job description can also be found here: <http://lestaricapital.com/jobs/>

Please include your name and the position as the subject line of the email and in the titles of all attachments (please use the format: YourName_PositionTitle_CV.pdf, YourName_PositionTitle_CoverLetter.pdf). In the body of your email and your cover letter please include this summary table:

Position Title	
Surname	
First Name	
Degree type (BA, MS)	



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Degree field	
Graduation Date	
Years of work experience	
Technical area	
Software expertise	
Language fluency	
Nationality/Residency	
Availability	