



Vacancy

Department:	Executive Office
Division:	Finance Division
Post:	Head
Classification:	Professional
Salary Level:	A competitive salary and benefits package based on experience is 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 from qualified individuals with strong qualifications, experience, and required mindset to join its Secretariat in Tokyo. Applicants must be nationals of APO member economies. Applications from women candidates are encouraged.

I. Duties:

Reporting to the Director, Executive Office, the Head, Finance Division is responsible for the control, monitoring and delivery of the full range of financial functions of the Organization, including inter alia accounting, budget, and procurement, as well as ensuring financial transparency and consistency, supporting the program planning and budgetary process of all office/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 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 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 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 Governing Body Meeting (GBM) and Workshop Meeting of Heads of NPOs (WSM), and prepare annual financial report and any other financial management reports and documents required or as requested.

4. Ensure consistent application and compliance with the APO's 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.
5. Make recommendations to senior management on financial policy, including those which may be the subject of Governing Body consultations; provide financial information to facilitate management decision making.
6. 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.
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. Perform such other duties as may be assigned by the Director or the Secretary-General.

II. Minimum Qualifications:

1. Experience:

- A minimum of twelve years of experience in international organizations, government institutions/agencies, public sector, or large multinational private corporations, in professional and managerial position(s) in finance and accounting applying international accounting standards.
- Experience and knowledge in handling the membership contribution formula of organization in the regional/international level, a significant advantage.
- Experience in providing administrative support 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 to establish effective working relations in a multicultural team environment.

2. Education:

- A graduate from a reputable college or university, with an advanced degree in finance, accounting, business administration or other related fields, preferably 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 a significant advantage.
- Experience in ERP system implementation an advantage.