



PT Telen Orbit Prima (Strategic Business Unit of PT United Tractors Tbk) is one of Indonesia's coal producers located in Kapuas District of Central Kalimantan. To achieve our vision, we have following positions to offer for the right person that we can develop and grow together:

**ACCOUNTING & FINANCE STAFF (Code : ACC- ST)
Jakarta**

Responsibility:

- Manage accounting and finance function such as financial data processing, prepare for financial reporting
- Collect the documents that related with payment transaction
- Prepare for financial reporting, budgeting, tax reconciliation

Qualifications:

- Bachelor degree from reputable university majoring in **Accounting** with min. GPA 3.00
- Min. 1 years work experience
- Highly motivated, able to work in a team, and good interpersonal skill
- Age max. 26 years old and willing to visit mine site (remote area)

**ACCOUNTING & FINANCE OFFICER (Code : ACC- OFF)
Jakarta**

Responsibility:

- Receive and process all receipts and payments included and not limited to by way of purchase orders, invoices, payroll, expenses claims forms, tax claims and other requests for payment
- Verify calculations, carry out reconciliations, and input codes for posting into the general ledgers reconcile account postings of project event budgets

Qualifications:

- Diploma degree from reputable university majoring in **Accounting** with min. GPA 2.85
- Fresh Graduates or max. 2 years experience in coal mining industry
- Highly motivated, able to work in a team, and good interpersonal skill
- Age max. 26 years old and willing to visit mine site (remote area)

We offer competitive remuneration and attractive benefit package. Please send your CV together with a copy of your related certificates to recruitment@telenorbitprima.com.