

# Management Trainee Human Resource

## Staff

### MANAGEMENT TRAINEE HUMAN RESOURCE

#### Responsibilities:

1. Bachelor's degree from reputable University
2. Strong interpersonal and communication skills
3. Problem-solving abilities and attention to detail
4. Understanding of employment laws and regulation is a plus
5. Previous HR experience or internships is a great plus
6. Ability to work well in a team
7. English is mandatory
8. Willing to work in Head Office in Pangandaran, and willing to work out to all around in Indonesia (if need)

#### Requirements:

1. Training and Development: Coordinating employee training programs and professional development initiatives
2. Performance management: Implementing and managing performance appraisal systems
3. Policy development: Developing and updating HR policies and procedures
4. Employee relations: Managing employee relations issue, resolving conflicts, and fostering a positive work environment

**Susi Air**

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**Document Requirements**

- Cover Letter
- Curriculum Vitae/Resume
- Scan of Official ID (KTP)
- Scan of Bachelor/Diploma Certificate (Ijazah)
- License (optional)
- Certificate & Additional Document (optional)

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# Accounting Staff

Published on : 1 May 2025 07:00 LT

## Staff

**Department/Office:** Finance Department

**Duty Station:** Pangandaran

**Job Type:** Contractual

**Job Level:** Officer

**Languages Required:** Indonesian and English

## Org. Setting and Reporting

The Accounting Officer position is located in the Finance/Accounting Department and reports to the Finance Supervisor and Finance Manager. The person will be responsible for maintaining accurate financial records, assisting in financial reporting, and ensuring compliance with internal accounting procedures.

## Responsibilities

The Accounting Officer will be responsible for the following duties:

- Inputting financial transactions into the accounting system (Accurate, Zahir, or Jurnal.id).
- Preparing and maintaining accurate journal entries.
- Assisting in the preparation of basic financial reports such as Balance Sheets, Income Statements, and Cash Flow Statements.
- Supporting any financial processes required.



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### Duties and Responsibilities:

Under the supervision of the Finance Manager, the **MT Tax** will be responsible for:

- Managing and overseeing monthly and annual tax reporting, including **PPH Masa** and **PPH Badan**
- Ensuring all tax filings are accurate, timely, and compliant with Indonesian regulations
- Utilizing **Coretax** for tax calculation, reporting, and electronic submissions
- Maintaining proper tax documentation and reconciliation reports
- Operating **Accurate** accounting software for daily financial data entry and reporting
- Coordinating with relevant departments and external tax authorities as needed
- Monitoring changes in tax regulations and updating internal processes accordingly
- Responding to audits and tax-related inquiries from government agencies
- Performing additional finance-related tasks as assigned

### Qualifications and Experience:

#### Education:

- Bachelor's Degree (S1) in Accounting
- Preferred: Degree in **Taxation (Perpajakan)**

#### Experience:

- 1-2 years in tax or accounting roles

#### Licenses/Certificates:

- Must hold **Brevet A & B** certification

### Competencies:

- Proficient in **Coretax** and **Accurate** accounting software
- Deep understanding of **PPH Masa** and **PPH Badan** rules and reporting
- Strong analytical skills and high attention to detail



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**Education:**

- Bachelor's Degree (S1) in Accounting
- Preferred: Degree in **Taxation (Perpajakan)**

**Experience:**

- 1-2 years in tax or accounting roles

**Licenses/Certificates:**

- Must hold **Brevet A & B** certification

**Competencies:**

- Proficient in **Coretax** and **Accurate** accounting software
- Deep understanding of **PPH Masa** and **PPH Badan** rules and reporting
- Strong analytical skills and high attention to detail
- Good communication skills in both **Bahasa Indonesia and English**
- Able to work independently and handle sensitive data with discretion
- Willingness to be based in **Pangandaran** and anywhere in Indonesia

**Application Instructions:**

Interested candidates are invited to submit:

- A current **CV**
- Copies of **Brevet A & B certificates**

*Only shortlisted candidates will be contacted.*



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# MT Finance (Specialized in Tax)

Published on : 24 May 2025 07:00 LT

## Staff

**Duty Station:** Pangandaran, Indonesia

**Language:** Bahasa Indonesia and English

**Type of Appointment:** Contract

## Organizational Context:

As part of our continued commitment to operational excellence and regulatory compliance, we are seeking a motivated and detail-oriented **MT Tax** to join our Finance Department. This role will play a critical part in ensuring the company meets its tax obligations efficiently and in accordance with applicable laws.

## Duties and Responsibilities:

Under the supervision of the Finance Manager, the **MT Tax** will be responsible for:

- Managing and overseeing monthly and annual tax reporting, including **PPh Masa** and **PPh Badan**
- Ensuring all tax filings are accurate, timely, and compliant with Indonesian regulations
- Utilizing **Coretax** for tax calculation, reporting, and electronic submissions
- Maintaining proper tax documentation and reconciliation reports
- Operating **Accurate** accounting software for daily financial data entry and reporting
- Coordinating with relevant departments and external tax authorities as needed
- Monitoring changes in tax regulations and updating internal processes accordingly



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### Duties and Responsibilities:

Under the supervision of the Finance Manager, the **MT Tax** will be responsible for:

- Managing and overseeing monthly and annual tax reporting, including **PPh Masa** and **PPh Badan**
- Ensuring all tax filings are accurate, timely, and compliant with Indonesian regulations
- Utilizing **Coretax** for tax calculation, reporting, and electronic submissions
- Maintaining proper tax documentation and reconciliation reports
- Operating **Accurate** accounting software for daily financial data entry and reporting
- Coordinating with relevant departments and external tax authorities as needed
- Monitoring changes in tax regulations and updating internal processes accordingly
- Responding to audits and tax-related inquiries from government agencies
- Performing additional finance-related tasks as assigned

### Qualifications and Experience:

#### Education:

- Bachelor's Degree (S1) in Accounting
- Preferred: Degree in **Taxation (Perpajakan)**

#### Experience:

- 1-2 years in tax or accounting roles

#### Licenses/Certificates:

- Must hold **Brevet A & B** certification

### Competencies:

- Proficient in **Coretax** and **Accurate** accounting software
- Deep understanding of **PPh Masa** and **PPh Badan** rules and reporting



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**Education:**

- Bachelor's Degree (S1) in Accounting
- Preferred: Degree in **Taxation (Perpajakan)**

**Experience:**

- 1-2 years in tax or accounting roles

**Licenses/Certificates:**

- Must hold **Brevet A & B** certification

**Competencies:**

- Proficient in **Coretax** and **Accurate** accounting software
- Deep understanding of **PPH Masa** and **PPH Badan** rules and reporting
- Strong analytical skills and high attention to detail
- Good communication skills in both **Bahasa Indonesia and English**
- Able to work independently and handle sensitive data with discretion
- Willingness to be based in **Pangandaran** and anywhere in Indonesia

**Application Instructions:**

Interested candidates are invited to submit:

- A current **CV**
- Copies of **Brevet A & B certificates**

*Only shortlisted candidates will be contacted.*



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# Tax Officer

Published on : 27 May 2025 07:00 LT

## Staff

**Duty Station:** Pangandaran, Indonesia

**Language:** Bahasa Indonesia and English

**Type of Appointment:** Contract

## Organizational Context:

As part of our continued commitment to operational excellence and regulatory compliance, we are seeking a motivated and detail-oriented **Tax Officer** to join our Finance Department. This role will play a critical part in ensuring the company meets its tax obligations efficiently and in accordance with applicable laws.

## Duties and Responsibilities:

Under the supervision of the Finance Manager, the **Tax Officer** will be responsible for:

- Managing and overseeing monthly and annual tax reporting, including **PPH Masa** and **PPH Badan**
- Ensuring all tax filings are accurate, timely, and compliant with Indonesian regulations
- Utilizing **Coretax** for tax calculation, reporting, and electronic submissions
- Maintaining proper tax documentation and reconciliation reports
- Operating **Accurate** accounting software for daily financial data entry and reporting
- Coordinating with relevant departments and external tax authorities as needed
- Monitoring changes in tax regulations and updating internal processes accordingly



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### Duties and Responsibilities:

Under the supervision of the Finance Manager, the **Tax Officer** will be responsible for:

- Managing and overseeing monthly and annual tax reporting, including **PPH Masa** and **PPH Badan**
- Ensuring all tax filings are accurate, timely, and compliant with Indonesian regulations
- Utilizing **Coretax** for tax calculation, reporting, and electronic submissions
- Maintaining proper tax documentation and reconciliation reports
- Operating **Accurate** accounting software for daily financial data entry and reporting
- Coordinating with relevant departments and external tax authorities as needed
- Monitoring changes in tax regulations and updating internal processes accordingly
- Responding to audits and tax-related inquiries from government agencies
- Performing additional finance-related tasks as assigned

### Qualifications and Experience:

#### Education:

- Diploma 3 - Bachelor's Degree (S1) in Accounting
- Preferred: Degree in **Taxation (Perpajakan)**

#### Experience:

- Fresh graduate is welcome to apply
- 1-2 years in tax or accounting roles is a plus

#### Licenses/Certificates:



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# Management Trainee Finance

## Staff

**Location:** Pangandaran, Indonesia

**Type of Contract:** Contract

**Start Date:** As soon as possible

## Organizational Context

As part of our continued commitment to operational excellence and regulatory compliance, we are seeking a motivated and detail-oriented professional to join our Finance Department in the role of **MT Finance**. The successful candidate will play a critical role in supporting financial operations, ensuring that the company achieves its goals efficiently and in full compliance with applicable laws and regulations.

## Duties and Responsibilities

Under the supervision of the Finance Manager will be responsible for the following:

- Process financial transactions and maintain accurate financial records.
- Assist in the preparation of financial reports, reconciliations, and supporting documentation.
- Manage and coordinate travel bookings and logistics in line with company policies.
- Operate accounting software, particularly **Accurate**, for data entry and report generation.
- Provide administrative support to various departments and ensure timely documentation and filing.



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### Duties and Responsibilities

Under the supervision of the Finance Manager will be responsible for the following:

- Process financial transactions and maintain accurate financial records.
- Assist in the preparation of financial reports, reconciliations, and supporting documentation.
- Manage and coordinate travel bookings and logistics in line with company policies.
- Operate accounting software, particularly **Accurate**, for data entry and report generation.
- Provide administrative support to various departments and ensure timely documentation and filing.
- Coordinate with internal teams for financial and operational matters.
- Ensure compliance with relevant internal policies and external financial regulations.
- Prepare and submit tax-related documentation as needed.

### Qualifications and Experience

#### Education:

- A minimum of a Diploma (D3) or Bachelor's degree (S1) in Accounting, Finance, Business Administration, or a related field.

#### Experience:

- Fresh Graduate are welcome to apply (Having relevant professional experience in finance, administration, or a similar role is a plus)
- Experience using accounting software such as **Accurate** is highly desirable.
- Experience working in a structured, multi-departmental environment is an advantage.

#### Certifications:



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**Certifications:**

- Possession of **Brevet A & B certification** is strongly preferred.

**Language Requirements:**

- Fluency in Bahasa Indonesia is required.
- Good command of English (written and spoken) is essential.

**Technical Skills:**

- Advanced proficiency in **Microsoft Excel**, including the use of formulas, pivot tables, and basic data analysis tools.
- Solid understanding of financial and administrative procedures.

**Competencies:**

- High attention to detail and strong analytical skills.
- Excellent organizational and time management abilities.
- Strong interpersonal and communication skills.
- Ability to work under pressure and manage multiple tasks efficiently.
- Strong sense of integrity, discretion, and professionalism.



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# MT Finance (Specialized in Data Analyst)

Published on : 13 June 2025 07:00 LT

## Staff

**Department/Office:** Finance

**Duty Station:** Pangandaran

**Type of Contract:** Contract

## Organizational Setting and Reporting

This position is located in the Finance Department of Susi Air. You will report to the Finance Manager and works in close collaboration with the cross-functional teams.

## Responsibilities

Under the supervision of the Finance Manager, the incumbent will be responsible for the following duties:

- Prepare and post accurate and timely journal entries in compliance with internal financial policies
- Match purchase documents including purchase requests, purchase orders, and invoices
- Perform reconciliation of Accounts Payable (AP) data using data analysis tools
- Reconcile inventory usage and perform cost calculation
- Support inventory stock opname activities and ensure consistency of inventory records
- Assist in compiling and preparing tax-related documentation, including knowledge of PPh 23, PPh 22, PPh Final, and VAT (PPN)



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## Responsibilities

Under the supervision of the Finance Manager, the incumbent will be responsible for the following duties:

- Prepare and post accurate and timely journal entries in compliance with internal financial policies
- Match purchase documents including purchase requests, purchase orders, and invoices
- Perform reconciliation of Accounts Payable (AP) data using data analysis tools
- Reconcile inventory usage and perform cost calculation
- Support inventory stock opname activities and ensure consistency of inventory records
- Assist in compiling and preparing tax-related documentation, including knowledge of PPh 23, PPh 22, PPh Final, and VAT (PPN)
- Provide support in financial reporting and analysis
- Collaborate with cross-functional teams to ensure accuracy of financial data

## Competencies

**Professionalism** – Knowledge of accounting principles, practices, standards, and procedures. Ability to analyze financial data and reconcile discrepancies.

**Technological Awareness** – Proficiency in Microsoft Excel and working **knowledge of SQL** and **Python** for data analysis. Familiarity with **JavaScript** is an asset.

**Planning and Organizing** – Ability to manage priorities and deliver work under tight deadlines.

**Communication** – Effective written and verbal communication skills; ability to explain complex financial information clearly.

**Teamwork** – Works collaboratively with colleagues to achieve organizational goals.

## Education



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**Technological Awareness** – Proficiency in Microsoft Excel and working **knowledge of SQL** and **Python** for data analysis. Familiarity with **JavaScript** is an asset.

**Planning and Organizing** – Ability to manage priorities and deliver work under tight deadlines.

**Communication** – Effective written and verbal communication skills; ability to explain complex financial information clearly.

**Teamwork** – Works collaboratively with colleagues to achieve organizational goals.

### Education

- A first-level university degree (Bachelor's degree or equivalent) in Accounting, Finance, Economics, or related field is required.

### Work Experience

- A minimum of 1 to 2 years of progressively responsible experience in accounting or finance is required.
- Experience with Accounts Payable (AP)
- Experience in data analysis using SQL and Python is required.
- Experience in reconciling inventory usage and cost calculations is desirable.
- Knowledge of JavaScript is considered an asset.

### Languages

- Fluency in English and Bahasa Indonesia is required.

### Assessment

Qualified applicants will be evaluated through an HR and also competency-based interview.



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