



JOB DESCRIPTION

Sustainable Finance Senior Analyst

Work Location

Ver.XX | Month, Year

I. JOB IDENTITY

Job Title	: <i>Sustainable Finance Senior Analyst</i>
Job Family	: Program Specialist
Directorate	: <i>Conservation – Climate & Market Transformation</i>
Direct Supervisor	: <i>Sustainable Finance Specialist</i>
Scope of Work	: Sustainable Finance
Work Location	: Jakarta

II. PURPOSE OF THE POSITION

The primary role of this position is to support and collaborate with the Sustainable Finance Specialist and team in implementing projects and initiatives under the program. This program focuses on capacity building and technical assistance for financial institutions, integrating climate and nature considerations into their operations and financing product development —particularly in key sectors such as agriculture, land use, marine and fisheries, and energy. The Sustainable Finance Senior Analyst will be responsible for supporting Sustainable Finance Specialist in conducting and/or developing research, data analysis, report writing, communication materials and enhancing collaboration and partnership with financial services supervisors and regulators as well as financial institutions – ensuring the integration of sustainability, aligning them with best practices and standards based on scientific evidence.

This role requires independence, innovation, and a commitment to maintaining high-quality work across various tasks. Additionally, the Analyst must be both a self-starter, an effective team player, detail-oriented, and have the technical “know how”. Administrative responsibilities, such as financial reporting, monitoring and evaluation, database management, and organizing workshops, conferences, and meetings, are also integral to this role.

III. ROLES & RESPONSIBILITIES

A. Planning

- In support of the Sustainable Finance Specialist, identify fundraising opportunities and contribute to the development of proposals.
- In support of the Sustainable Finance Specialist, develop master workplan outlining advocacy strategies and intervention for sustainable finance programs.

B. Project Implementation

- Collaborate with Sustainable Finance Specialist to develop an advocacy strategy and theory of change for sustainable finance.
- Conduct desktop research, literature review, data collection and mini surveys to establish baseline data and propose solutions to support the development of study, report and technical assistance on sustainable finance initiatives.
- Coordinate with external consultant and/or parties on monitoring deliverables and ensuring alignment with WWF-Indonesia’s objectives and quality standards.
- Support organizing capacity building and events in collaboration with external stakeholders and potentially serve as resource person.



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- Provide insights on opportunities to expand WWF's sustainable finance advocacy and network at the national level.
- Support maintaining network and relationship with strategic stakeholders and external partners.
- Track and analyze key developments in sustainable finance to keep financial institutions informed of market trends.
- Organize, and maintain knowledge products and documentation to support internal learning and external dissemination.

C. Monitoring and Reporting

- Support budget monitoring in coordination with the grant and/or finance team to ensure updated tracking of project spending and allocation.
- Support development of donor reporting and monitoring other related administrative requirements from donor.
- Provide platform for tracking progress of sustainable finance program.
- Support development of regular reports (monthly, quarterly, and annually) on the implementation of the Strategic Plan (SP) and Annual Work Plan (AWP), including progress on engagement targets.

IV. Safeguard, Risk Management & Compliance

- Mengimplementasikan seluruh aktivitas dengan memperhatikan dan menjunjung tinggi Masyarakat Adat, Hak Asasi Manusia, dan Kesetaraan Gender serta konservasi yang inklusif sesuai dengan standar dan nilai organisasi;
- Menjaga kerahasiaan data dan informasi organisasi, serta bertindak sesuai dengan kewenangannya;
- Berkontribusi dalam mengidentifikasi, menganalisis, dan mengukur tingkat risiko;
- Berkontribusi dalam mengelola risiko sesuai dengan strategi perlakuan risiko yang sudah ditentukan.



V. RUANG LINGKUP KERJA

Internal:

This role involves coordinating with various internal teams to ensure effective collaboration and impactful outcomes. This includes supporting the Sustainable Finance Specialist in working with the **Conservation Program** and other teams to identify synergies, the **People & Operation Team** for capacity building, recruitment, and procurement, and the **Executive Office/Legal Team** for partnerships.

Additionally, collaboration with the **Finance & Administration Team** is essential for budgeting, work planning, and financial reporting. The role also involves consulting with the **Quality & Knowledge Team** on project proposals, supporting **Partnership & Communication** in fundraising and donor engagement, and working with the **Communication Team** to develop key messaging, media outreach, and content creation such as articles, newsletters, and press releases.

Eksternal:

This role involves building and maintaining relationships with **national and local governments, legislators, CSOs, NGOs, corporations, universities, research institutions, and donors** to advance sustainable finance initiatives. It includes engaging policymakers to promote best practices, identifying synergies for impactful collaboration, and expanding networks and resources. Additionally, coordination with the **WWF Network Office** is essential for aligning with global finance practices, identifying funding opportunities, developing proposals, and strengthening team capacity through knowledge sharing.

VI. KUALIFIKASI

Pendidikan & Pengalaman	• Minimum bachelor's degree (S1) in Economics, Finance, Agriculture, Energy, Engineering or Law. • At least 3-5 years of experience in a relevant sector. • Preferably have experience in the finance sector or economic research related work. • Strong writing, research, and analytical skills are an advantage. • Demonstrates an innovative and adaptive mindset. • Good knowledge of specific sectors such as Agriculture, Energy, Circularity or other relevant industries is a plus.
Keterampilan Teknis	• Strong interpersonal skills. • Up to date with the latest development in sustainability, including but not limited to sustainable finance. • Experience in performing financial modelling analysis is a plus. • Ability to work both independently and collaboratively in a proactive manner, with diverse environment. • Excellent oral and written communication skills. • Fluency in English is essential.
Kompetensi Inti WWF	Posisi ini harus mencerminkan dan mempraktikkan nilai-nilai inti WWF: Courage, Integrity, Respect, dan Collaboration, melalui: • Inisiatif dan keberanian dalam menyampaikan ide dan solusi inovatif • Integritas dan akuntabilitas dalam menyampaikan hasil pekerjaan • Rasa hormat terhadap pemangku kepentingan - mitra, masyarakat lokal, dan lingkungan. • kolaborasi yang inklusif dan membangun kemitraan strategis untuk mencapai tujuan konservasi.



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VII. VALUE IN ACTION

<i>Courage</i> (Keberanian)	• Berani menetapkan tujuan besar dan fokus pada dampak nyata. • Siap mengambil risiko untuk mendorong inovasi. • Tegas dalam keputusan dan tindakan. • Menyuarakan hal benar meski tidak mudah.
<i>Integrity</i> (Integritas)	• Menepati janji dan komitmen: melakukan apa yang telah dikatakan. • Bertanggung jawab atas nilai dan tindakan. • Terbuka terhadap bias pribadi dan mau berubah. • Mengakui dan bertanggung jawab atas dampak perbuatan.
<i>Respect</i> (Menghargai)	• Menjaga ruang kerja yang aman, setara dan inklusif • Menghargai waktu, kontribusi, dan perspektif setiap individu. • Mendengarkan dengan empati dan pikiran terbuka. • Memperlakukan semua orang secara adil dan menjunjung keberagaman.
<i>Collaboration</i> (Kolaborasi)	• Membangun kerja sama berbasis kepercayaan. • Aktif memberi dan menerima bantuan sebagai bagian dari semangat kerja sama. • Berbagi pengetahuan dan menghargai keahlian orang lain. • Membentuk aliansi yang beragam untuk tujuan bersama.

Di Yayasan WWF Indonesia, kami berkomitmen untuk menciptakan lingkungan kerja yang inklusif, di mana keberagaman dihargai dan setiap individu memiliki kesempatan yang setara. Kami mendorong pelamar dari semua latar belakang masyarakat untuk mengajukan lamaran.

Kami juga menyediakan berbagai manfaat kerja guna mendukung keseimbangan antara kehidupan pribadi dan profesional.