



INNOVATIVE: Journal Of Social Science Research

Volume 3 Nomor 5 Tahun 2023 Page 5218-5223

E-ISSN 2807-4238 and P-ISSN 2807-4246

Website: <https://j-innovative.org/index.php/Innovative>

Analysis of Field Work Practice Reports for the Treasurer Section at the Medan Ministry of Social Affairs Office

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Abstrak

Tujuan ada telitian tersebut ialah untuk melaksanakan praktek pekerjaan akan pas pada latar belakang pendidikan. Jenis telitian tersebut merupakan penelitian observasional kualitatif dengan pendekatan deskriptif analisis. Subjek penelitian ini adalah mereka yang diminta memberikan informasi yang diperlukan berupa fakta dan opini. Subyek penelitian ini adalah uraian tentang tujuan keilmuan yang telah dikemukakan untuk memperoleh permasalahan dan data dengan tujuan dan penerapan tertentu. Objek penelitian yang akan penulis teliti bertempat di Kementerian Sosial Medan.

Kata kunci: *Bendahara, Kementrian Sosial*

Abstract

The goal of this research is to perform work practices appropriate to your educational background. This type of research is qualitative observational research with a descriptive analysis approach. The subjects of this research are those who are asked to provide the necessary information in the form of facts and opinions. The subject of this research is a description of the scientific objectives that have been stated to obtain problems and data with specific goals and applications. The research object that the author will examine is located at the Medan Ministry of Social Affairs.

Keywords: *Treasurer, Ministry of Social Affairs*

INTRODUCTION

Students as the nation's next generation are required to have good skills in their fields in order to win competition in the increasingly tight world of work. All of this can be developed by students through the learning process at college or through books and so on. However, even if someone comes from a high educational background, if he is not competent in his field and does not have other skills that can support his career, then that person will experience difficulties.

So to get a more comprehensive picture of the world of work, UINSU provides the opportunity to apply theory and practice in the field through the Field Work Practice (PKL) program which is tailored to the needs of each study program. By participating in the PKL program, it is hoped that students will be able to become more acquainted, know and practice analyzing the conditions of the existing work environment as an effort to prepare themselves before entering the world of work. So that students can balance knowledge with the experience provided in the world of lectures and the industrial world.

As an undergraduate student at the Faculty of Economics and Islamic Business, North Sumatra State Islamic University majoring in Sharia Accounting. So one of the programs that must be implemented is Field Work Practices. This program is implemented to help students adapt the theory or learning applied in the lecture process to actual conditions in the world of work.

Through Field Work Practices (PKL), students are expected to be able to apply the various theories they have obtained, so that they can better understand the current world of work system which can then be useful as a preparation when graduates enter the real world of work.

RESEARCH METHODS

This types if research a qualitative observational research with a descriptive analysis approach. Qualitative research is research that focuses on exploring information by examining the consequences of respondents' perceptions and how they deal with that information. A clear methodology is a strategy for exploring encounters, objects, conditions, considerations, or classes in current events.

The subjects of this research are those who are asked to provide the necessary information in the form of facts and opinions. The object of this research is a description of the scientific objectives that have been explained to receive problems and data with specific aims and applications. The research object that the author will examine is located at the Medan Ministry of Social Affairs.

The type of research used in a study is qualitative data. Where qualitative research is research that describes and at the same time finds out the articles that have been researched. Search for information in the form of data that has been found and expressed through descriptive means. With data sources in the form of primary data, namely information that is spontaneous from the source or first person, from the research location, or from all data obtained in the field (Muhammad Nazir, 2017). And secondary data is information obtained non-spontaneously using intermediary media or several types of research. This data can be in the form of records, evidence and financial reports that are public and unpublished.

The following methods were used to collect data for this study:

1. Direct observation of the research object through the five senses is what is meant by the term "observation".
2. In an effort to obtain information from the required data by contacting the informant directly, an interview was conducted. Interviews can be conducted in person or over the telephone, and can be structured or unstructured.
3. Research carried out in the library uses various literature related to the problem being discussed. According to (Lexy J. Moleong, 2016), the author obtained the materials and theories from scientific books, dictations, and articles related to journal titles.

The data analysis techniques used are:

a. Data Reduction

With reduction, the method used by researchers is to conclude, take important basic information, classify problems into one class, without stopping selecting any information from the side effects of perception, meetings and documentation.

b. Data Display

After reducing the data, the next step is to display the information. By displaying information, the method used by researchers is to examine the information first, then collect and present the information in tabular form and describe it in a story structure.

c. Drawing Conclusions/Verification

The final step taken by researchers is to research and repeat the problem topic, conclude on significant places, reach conclusions and understand suggestions and ideas for additional exploration (Sugiyono, 2019).

RESEARCH RESULTS AND DISCUSSION

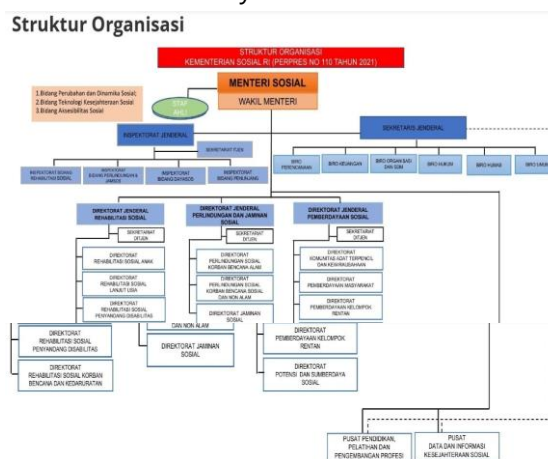
Tasks and functions of the Ministry of Social Affairs

Based on Presidential Decree No. 110 of 2021 on the Ministry of Social Affairs. According to the Presidential Decree, the Ministry of Social Affairs is tasked with carrying out government affairs in the social field to assist the President a they administration of the State Government.

In carrying go they about duties, the Ministry of Social Affairs shall perform the following functions:

- 1) Formulate, define and implement policies on social reintegration, social security, social empowerment and social protection;
- 2) Establishing criteria and data on the poor, vulnerable groups and underprivileged;
- 3) Setting standards for sosial rehabilitations;
- 4) Coordinating the implementation of tasks, coaching and administrative support of all organizational elements within the Ministry of Social Affairs
- 5) Management of state property/assets, for which the Ministry of Social Affairs is responsible
- 6) Supervision of the execution of the tasks of the Ministry of Social Affairs;
- 7) carrying out technical guidance and oversight of the implementation of regional social ministries; and
- 8) providing substantive support to all organizational elements within the Ministry of Social Affairs

The organizational structure of the Ministry of Social Affairs:



The Vision and Mission of the Ministry of Social Affairs:

Vision : They realizations if a advanced Indonesia that is sovereign, independent and has a personality based on mutual cooperation.

Mission : The Ministry of Social Affairs carries out 5 of the 9 presidential missions

Field of Work

In conducting internships (PKL) for the Ministry of Social Affairs of the Republic of Indonesia, there are three subdivisions in the Finance Department, namely the Financial Management Subdivision, the Treasury and Salaries Subdivision, and the State Audit and Accounting Subdivision. Ultimately, the intern was assigned to the Republic of Indonesia's Sub-Department of Treasury and Social Salaries.

The Finance Department generally has three areas of work, namely:

- 1) Handling of financial management matters
- 2) Preparation of cash and salary matters
- 3) Conducting audit and accounting matters. The practice is more focused on assisting the Treasurer with expenditures in the Treasury and Payroll subdivision. The Treasurer of the Government is basically composed of the General Treasurer, the Treasurer of Revenue, and the Treasurer of Expenditures.

A treasurer is a person or entity charged with the responsibility of receiving, holding, and disbursing/transferring money or securities or property to the state/region for and on behalf of the state/region. A treasurer is a person charged with receiving, keeping, depositing, managing, and accounting for state/regional revenues as part of the implementation of the APBN/APBD in the department/work unit of the state department/institution/regional government.

The Expenditure Administrator is a person responsible for receiving, holding, disbursing, administering, and accounting for funds for state/regional expenditure purposes as part of the implementation of the APBN/APBD in the department/work unit of the state department/agency/regional government.

Administration of Cash Expenditure/BPP includes:

- a. UP/TUP
- b. LS to expend Treasurer (honorary)
- c. Tax
- d. Funds from other sources due to the state, for example: PNBP administered by the expenditure treasurer
- e. Other funds (grants, social assistance, etc.)
- f. The Expenditure Treasurer/BPP may disburse UP /TUP upon receipt of SPBy from PPK.

CONCLUSION

A treasurer is an individual or entity who has the responsibility of receiving, storing, and issuing/transferring money or securities or property to the state/region for and on behalf of the state/region. The treasurer is the person in charge of receiving, storing, depositing, managing and accounting for state/regional income in the context of implementing the APBN/APBD in departments/work units of state departments/institutions/regional governments.

There are three subsections in the Department of Finance, namely the Financial Management Subdivision, the Treasury and Salaries Subdivision, and the State Audit and Accounting Subdivision. In the end, the intern was placed in the Treasury and Social Salaries Subdivision of the Republic of Indonesia.

The Department of Finance generally has three areas of work, namely:

- 1) Handling financial management matters
- 2) Preparation of cash and salary matters
- 3) Carrying out audit and accounting matters. Her practice focuses more on assisting the Treasurer with expenses in the Treasury and Payroll Subdivision. The Government Treasurer basically consists of the General Treasurer, Revenue Treasurer and Expenditure Treasurer.

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