

JOB DESCRIPTION

Senior Finance and Administration Officer

Position title	Senior Finance and Administration Officer
Location	Ainaro and Oecusse, Timor-Leste
Reports to	Director Finance and Administration
Grade	5 Step 1
Salary	US\$779 per month
Position type	1 Year
Start date/timeframe	1 st , February, 2023

1. Background

1.1 About CARE

CARE is an international development and humanitarian organisation that has been working in Timor-Leste since 1994. With programmes that extend across all parts of the country, CARE works with partners to save lives, defeat poverty, and achieve social justice.

CARE works with remote, rural communities and civil society partners to combat gender inequality, as this has been shown to be one of the most effective ways to create sustainable development outcomes.

Ensuring well-being and a voice for women and girls in rural, disadvantaged areas is at the heart of CARE's work. This is achieved in four priority areas of Education, Women's Economic Empowerment, Health, and promoting Women's Voice in society through development and humanitarian programmes.

2. The role

Under the supervision of the Director Finance & Administration (DFA), the Senior Finance and Administration Officer in the field office will lead the operational support and coordinate the financial support issues with the CITL HATUTAN project team including supervising 2 staff, ensuring the financial management in the field office meets project/donor requirements and aligns with the accounting system in CITL and CARE USA, liaise closely with operations and administration staff in the Dili office to ensure it is effective and efficient, manage the HR support, secure the IT needs and equipment and support any Internal/External Audits. Other administrative

tasks may include travel bookings, visa requests, maintaining office supplies, administrative support to finance and procurement processes, and filing of project documents, photos, reports and reference materials.

This position is based in Field Office, with possible travel required to Dili and other field offices

MAIN RESPONSIBILITIES:

Finance areas

Accounting procedures and Financial Management

- Manage the field office finance functions;
- Ensure adherence to finance policy in all accounting and financial transactions;
- Ensure the safekeeping of accounting information and supporting documentation;
- Reviewing and signing PVs of payments at the project office;
- Organizing (and in some cases delivering) training to staff, managers and partners in all aspects of financial management and donor guidelines;
- Providing sufficient financial support issues for project team based in the field office

Banking and cash management

- Prepare the fund request for project implementation in Field Offices;
- Ensure proper cash management and distribution from the main office to local suppliers/staff;
- Ensure proper documentation for payment and deposit;

Project reporting review and analysis

- Review the payment request and advance request & acquittal to ensure the timely production of accurate and complete project financial reports;

Audit and project closure

- Assist in audits (internal and external) conducted in-country
- Conduct the monthly finance spot-checks and verification of payments as required
- Ensure project closure procedures in the field office are per requirement and done in a timely manner;

Human Resources Areas

- Provide technical support to the recruitment and orientation of finance and administration field trainers as well as for the hiring of finance consultants;
- Ensure all project staff receive the proper induction and capacity development as required by the project;

- Support internal investigations into any possible acts of fraud on the part of project staff when needed;
- Ensure the handover and proper transition for staff turnover as per policy;

Administration Areas

- Coordinate the administrative functions in field office including the local travel and liaise closely with other operations and administration staff in the Dili office to ensure it is effective and efficient;
- Ensure all the project functions and meetings are organized well and in timely manner;
- Monitor and assist the safety and security arrangement of the office and the report of cross charging, repairs & maintenance, usage and trip ticket;
- Reconciling asset and inventory register in the field office;
- Liaise with the Logistic and Commodity team in Country Office and Project team to ensure the smooth distribution to the Focal Distribution Points (FDP) and to the project team for office supplies and equipment;

Information Technology operation and equipment

- Liaise with the IT team to ensure the field office has sufficient IT equipment and network connection as required by the project implementation;
- Support the IT Officer to ensure that all CARE staff are fully compliant with IT policies and throughout Project and that IT infrastructure and equipment is functioning effectively;

Other tasks

- Hold the coordination operation team meeting on a regular basis;
- Represent the project at meetings as required;
- Provide back-up during the absence of the Field Office Deputy Manager;
- Provide technical support to project activities involving finance and administration training;
- Accomplish any other job as & when required as assigned by the supervisor;

OTHER RESPONSIBILITIES:

- To proactively participate in the staff evaluation (APPA) process including the annual appraisal, midyear review and regular 1:1 meetings, ensuring that the APPA process (including the paperwork) is an integral component of Annual Work Plans and activities;
- Engage in emergency preparedness, assist in any emergency response as required;
- Promote a safe and secure work environment; foster a culture of safety and security awareness and consistently follow all CARE safety and security policies, procedures and directives; and
- Demonstrate an ongoing commitment to gender equality, diversity and child protection.

3. Selection criteria

Minimum Bachelors' degree in Accounting or equivalent preferably with recognized accountant qualification (CPA/CA/CMA) plus and/or minimum 5 years' relevant work experience, preferably in International Non-Government Organization (INGO);

- Manage the finance technical function and implement procedures and processes, with minimal supervision;
- Proven demonstrated experience in handling projects report from US funding project will be an advantage;
- Excellent written and verbal skills in Tetum and good English skills desirable;
- Demonstrated knowledge of and experience in finance software's (SUN an advantage) and MS Office (Windows, Microsoft Word and Excel spreadsheets, etc.);
- Demonstrated high level organizational and time management skills, including the ability to plan and manage workflows and balance competing priorities to ensure timely processing to meet deadlines in a complex environment;
- Demonstrated strong leadership, decision making, problem solving, planning, analytical and influencing skills;
- Demonstrated honesty, maintaining confidentiality, reliable and trustworthy;
- Demonstrated ability to take direction and to work as part of a team;
- A willingness to learn about CARE, gender equality and women's empowerment activities; and
- Excellent numerical skills.