

# JOB DESCRIPTION

## Temporary Finance Officer

Position title	Temporary Finance Officer
Location	Dili, Timor-Leste
Reports to	Deputy Finance Manager for Program and Project Manager
Grade	3
Salary	USD \$442 per month
Position type	3 Months (short – term)
Start date/timeframe	1 May 2024

## 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.

### 1.2 About the Programme

#### About Lafaek:

Lafaek Learning Media (LLM) project is a CARE in Timor-Leste project that focuses on the education sector and works with the Ministry of Education, with support from the Government of New Zealand. The project aims to improve the quality of education in Timor-Leste. The project produces and distributes four Lafaek magazines to schools and communities across Timor-Leste three times a year.

## 2. The role

### About The Position:

The temporary Finance Officer post is hired for three months to cover a maternity leave term. He/she is responsible for ensuring all finance documents submitted by the project comply with policies and procedure and donor requirement, uploading to system and presenting them in monthly project finance report. Specific responsibilities include, but are not limited to, assisting project staff to prepare the finance forms with correct coding and proper supporting documents, prepare and follow up the payment for project staff such as advances, acquittal final payment etc, socialize the policies and procedures, verify the coding based on the project budget, correspondence with project managers and donors, and travelling to the project location if required.

### Specific duties and responsibilities:

- A. Working closely with project to ensure all finance document submitted by project are comply with policies and procedure and donor requirement, uploading to system, filed and presenting them in monthly project finance report
- Verify the payment voucher from projects.
  - Prepare and submit the new coding request to Care Australia
  - Prepare the adjustment journals and post to system
  - Prepare the monthly budget versus actual report for projects.
  - Provide assistance and support for projects staff related to project advances, induction for new staff, update the new & revised policies and procedures, final payment and travelling to project sites if required.
  - Review the monthly report with the Project Manager and Program Deputy Finance Manager and the Finance Manager
  - Ensure compliance to accurate filing the project documentation in project information folder.
  - Ensure internal control implement correctly during the project implementation
  - Update Bank FINSUN on a daily basis
  - Ensure prompt and accurate payments are made to all staff advances/reimbursements, salaries and other CARE staff request for payments;
  - Inform the Supervisor for any suspected discrepancies and/or improprieties in expenditure and accountability of project funds;
  - Communicate with project staff and other partners as required;
- B. Working with external parties related to project requirement such as Auditor, Donors, Care Australia, etc
- Follow up the reports and invoices should be submitted to donors
  - Respond to Auditor's requirement and queries.

- Building the good relationship and communication with external parties such as donor, partners, and required with Care Australia, CI member and donor.

#### OTHER RESPONSIBILITIES

- Manage project advances, expenditures and financial acquittal as required
- To proactively participate in the APPA process including the annual appraisal, midyear review and regular meetings, ensuring that the APPA process (including the paperwork) as an integral component of annual work plans and activities;
- Engage in emergency preparedness, assist in any emergency response as required;
- Promote a safe and ensure work environment; foster a culture of safety and security awareness and
- Actively involved in the GWG meeting.
- Demonstrate an understanding of gender equality and women's empowerment and a commitment to CARE's approach and values including ethnic diversity and cultural sensitivity
- Uphold and promote CARE's commitment to Child Protection
- Uphold CARE's code of conduct
- Timely attendance in team office and maintain office hour with an exception in field time.
- Work at extra time and weekend if it is related to project needs.

### 3. Selection criteria

#### EXPERIENCE AND QUALIFICATIONS:

- Experience at least three years in finance related field.
- Knowledge in computers (Windows, spreadsheets, etc.)
- Language- Tetum, Indonesia, & English (preferred)
- Detail oriented and high commitment to learn new things
- Ability to work in fast-paced and stressful environmental
- Experiences in handling projects report from various donors (ANCP, MFAT, NZAID, EE, USAID etc) are advantages.

#### Note

CARE prioritises the safety of the community members that we work with, particularly the most vulnerable members of society, including women and children. CARE in Timor-Leste will not tolerate sexual harassment, exploitation or abuse by staff or partners, and has embedded systems to prevent and address safeguarding risks across our operations.