

JOB DESCRIPTION

Senior Finance Officer

Position title	Senior Finance Officer
Location	Dili, Timor-Leste
Reports to	Deputy Finance Manager for Country Office
Grade	5
Salary	USD \$842 per month
Position type	Fixed
Start date/timeframe	September 2025

1. Background

About CARE

CARE is an international development and humanitarian organization 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.

CARE in Timor-Leste has zero-tolerance for sexual harassment, sexual exploitation, and sexual abuse, as well as all forms of harm to children.

CARE participates in the global [Inter-Agency Misconduct Disclosure Scheme \(MDS\)](#). In line with this Scheme, CARE in Timor-Leste will seek a "Statement of Conduct" from all past employers that candidates have been employed by over the last 5 years, specifically related to incidents or investigations into allegations of sexual harassment, sexual exploitation or sexual abuse during their employment. CARE is also committed to disclosing knowledge of sexual misconduct to other agencies where requested.

2. The role

The Senior Finance Officer is responsible for maintaining day-to-day cash operations, managing the banking process, and entering vouchers into FinSun to record all transactions initiated by the Country Office. This role also includes following up on outstanding advances and payments, maintaining a systematic document filing system, and ensuring the timely remittance of tax payments. All responsibilities must be carried out in compliance with CARE policies, donor requirements, and local regulations.

Specific responsibilities include overseeing the payroll process and related documentation, managing the employee information database as the primary source of personnel data, and preparing reconciliations between the finance system and the database system.

Key tasks

- Cash and bank operation
- Payroll process and the supporting information, fuel database management as main source of employee information, prepare any reconciliations between finance system and database system
- Tax, Social Security Management, Final payment, data filling management and others

DUTIES AND RESPONSIBILITIES:

1. Cash and Bank Operation

- Updated Cash book daily and submitted to DFMCO for checking
- Maintain and record (Bank Finsun) on day-to-day operations and ensure records are accurate/updated and properly kept.
- Ensure are payment process on a timely manner and in correct value and coding
- Ensure all payment (cheque & cash) vouchers are coded correctly, obtaining proper approval signature, all relevant documents are attached and deface with paid stamp
- Prepare the daily cash count at the end of day
- Prepare petty cash replenishment
- Ensure all cash advances are acquired according to CARE's financial procedures and follow up the outstanding advances and payment.
- Prepare the monthly bank reconciliation
- Prepared and ensure all the document is updated for online transaction is correctly
- Provide the documents and information for internal and external auditors.
- Managing Bank Accounts opening/closing, updating bank signatories.

2. Procurement Operation

- Ensure all documents submitted by procurement are completed
- Generated all invoices and documents into SUN Cloud
- Ensure all the documents generated are completed and correctly

- Strictly Submitted all the documents generated to DFMCO/DFMP to confirm that all document is proper to process in the system
- Prepare the Payment voucher after DFMCO/DFMP confirm
- Submitted to DFMCO/DFMP to verify the PV and after verified submitted to PM/DPM to approve the PV
- Process the payment after approved

3. Payroll Process

- Share the information by email to HR and others related to the payroll cutoff
- Run the payroll calculations and the supporting information accurately in compliance with the policies
- Prepare the payroll reconciliation to compare the previous month and current month
- Ensure the payroll timeline is fulfilled and staff receive the salary on time as per the COFM Manual and ensure the pay slips distributed in time by maintaining confidentiality.
- Prepare the payroll and staff benefit accrual journal accurately and post them after approval.
- Update the staff benefit reconciliation monthly and prepare the journal adjustment bi-annually then post them after approval
- Ensure the corrections and adjustments from previous payroll would be included the next payroll
- Submit new T6- Employment number to FM and post it after approval
- Distribute the pay slips after payroll payment is done.

4. Timesheet and Leaves Management

- Distribute timesheet template for all staffs
- Sending the reminder to ensure the timesheet are submitted timely
- Collect the timesheet every first working day of the month.
- Review the timesheet against the supporting documents (leave forms) and ensure staff fill in the form correctly and completely
- Update the timesheet into database system under Deputy Finance Manager-Country Office supervision
- Include the adjustment as required into payroll calculations such as Leave Without Pay, absent day etc and attached the supporting documents after approved by Deputy Finance Manager-Country Office
- Provide advice and assistance for staff that have queries about the time sheet system through training, consultation or others
- Receive the approved timesheet and leave application to compare with the leave report after staff return from leave
- Ensure staff are granted to take available balance and advise the supervisor if the balance is less than if leaves will be taken immediately
- Maintain the leaves balance reconciliation monthly in database for all staffs

- Distribute the leave balance to the HR team and every supervisor to inform their information among their staff, update the database for any adjustment made after the first leave report.
- Filling the leave applications to be attached into the timesheet or compared with the information on timesheet submitted every beginning of the month
- Update the leave report into the database to ensure the current leave balance is maintained

5. Tax, Social Security, Final payment and staff insurance Management

- Ensure tax formula and calculation in payroll database in compliance with tax policies
- Prepare the tax reconciliation and payment from data in system monthly and annually
- Gather the documents for TIN application and finalize the process with the Tax Office then distribute them to necessary parties
- Ensure CARE in Timor – Leste fulfils all the requirements regarding tax policies and requests the TAS (Tax Account Summary) regularly
- Ensure timely remittance of tax payment and socialize any updates on Tax Policies to CARE in Timor - Leste staff
- Updated total amount for the Social Security into DR/MSS form
- Submitted the DR form to DFMCO for reviewing and after reviewed send the DR form to MSS and prepare the PV for Social Security when receiving the invoice from MSS
- Ensure you to review the supporting documents in relation to staff departure
- Calculate the final payment based on HR request
- Prepare the payment voucher with the correct coding and accurate accrual balances on system after approval
- Ensure the staff departure is updated into database and employee list
- Update the active staff list after the payroll
- Update the insurance reconciliation sheet to ensure every employee is covered by insurance as per CARE in Timor - Leste policy
- Contact insurance provider for removal and additional staff insurance
- Prepare the report as required by other parties including ensuring the audit trail filed in proper

6. Fuel and Database Management

- Contact suppliers to submit the invoice for fuel
- Tracking the fuel consumption
- Prepared the PV and submitted to DFMCO/DFMCO for verifying and submitted to PM for approval.
- Maintain the database and ensure the information inside is updated and reliable
- Utilize database to run information such as leave balances, staff list, staff details, payroll reconciliation and staff benefit accrual balances.

- Ensure the audit trail for every input into the database is easily accessed and up to date
- Contact the IT or database administrator for any issues within database operation

7. Data Filling and Audit Management

- Ensure all filling of voucher, receipts, memo adjustment orderly
- Ensure the hard copies and soft copy data for the above functions are filed properly and accessible in compliance with IT policies and other relevant procedures
- Provide required documents and information to both internal and external auditors as needed.
- Ensure the audit trail for every input into the database is easily accessed and up to date

8. General task

- Provide training and field office support and staff inductions relating to the above function for all staff if required
- Visit travel to field offices, project site or partners if required

3. Selection criteria

- Bachelor's degree in any business-related course (preferably Accounting)
- Experience of at least two years in handling large cash balances, banking transactions and Payroll process.
- Familiar with Sun Systems accounting software
- Competence in using information technology including word-processing and excel.
- Good oral and written English communication skill
- Ability to manage time and priorities, pay attention in detail and work in fast-paced and stressful environments
- Good planning, interpersonal skills and decision making within the policy
- Effective collaboration with finance team and other team members (Describe, but not essential)

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.