

## JOB DESCRIPTION

### Director of Finance and Operations

Position title	<b>Director of Finance and Operations</b>
Location	Dili, Timor-Leste
Reports to	<b>Country Director</b>
Grade	<b>9 (national contract)</b>
Position type	<b>Fixed</b>

## 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.

## 2. The role

Reporting to the Country Director, the Director of Finance and Operations assists with the overall management of the Country Office and contributes to the overall development and attainment of long-term strategic objectives as a member of the Country Office Senior Management team.

The Director is a proven and experienced professional that manages key relationships with both internal and external stakeholders and is a representative on the Senior Management Team (SMT).

The Director is responsible for leading and directing all financial and operational functions of the Country Office, including field offices. This role ensures strategic oversight, compliance, and

efficiency across finance, procurement, logistics, fleet management, warehousing, safety & security, administration, and field office support.

The role directly line manages a Logistics Manager and two Deputy Finance Managers and has a particular focus to train, coach and mentor key staff in the team. This position is a national staff contract, based in Dili, with regular travel required to other field offices.

The position plays a critical role in enabling program delivery, accountability for organizational assets, and ensuring robust financial and operational systems that support CARE's mission and values

## Key Responsibilities

### Strategic Leadership

- Advise the Country Director and SMT on financial and operational strategy.
- Lead cross-functional coordination between finance, operations, and program teams.
- Represent CTL in inter-agency forums and with government and donor stakeholders.

### Financial Management

- Oversee all financial operations, including budgeting, reporting, audits, and compliance.
- Ensure adherence to CARE Australia policies, donor regulations, and Australian Accounting Standards.
- Lead financial planning, risk management, and internal controls.
- Provide financial analysis and guidance to support strategic decision-making.
- Manage disaster response financial operations.
- Lead budget development processes for new project proposals, including with local partners.

### Operations Oversight

- Lead safety and security management, including contingency planning and incident reporting.
- Supervise procurement, logistics, fleet, warehousing, and asset management.
- Ensure compliance with procurement policies and donor requirements.
- Oversee administration functions including office management, travel, leases, and events.
- Support effective operations in field offices, ensuring alignment with CTL standards and reflecting the needs of the project team.

**Team Management and Capacity Building**

- Line manages senior finance and operations staff, fostering a collaborative and high-performing team.
- Build capacity through coaching, mentoring, and training across finance and operations teams, and local partners.
- Lead performance management processes (APPA) for direct reports.
- Support staff development in financial literacy and operational procedures.

**Governance and Compliance**

- Monitor compliance with CARE policies, codes of conduct, and donor regulations.
- Lead or support investigations and report on operational or financial incidents.
- Maintain up-to-date knowledge of local legal and tax requirements.

**Organisational Development**

- Promote organizational cohesion and information sharing.
- Champion gender equality, diversity, child protection, and safety in all aspects of work.

## 3. Selection criteria

**Qualifications**

- Master's degree in business administration, Finance, Accounting or related field; or equivalent extensive strategic and practical experience in financial and operational management with an international NGO or similar organization in Timor-Leste

**Experience**

- Minimum 8–10 years of senior leadership experience in finance and operations, preferably with an international NGO or similar organization in Timor-Leste.
- Proven ability to manage complex financial and operational systems, including the development and application of financial management and accounting policies
- Strong people management, coaching, and team-building skills, including.
  - Demonstrated experience in capacity building of staff, and local partner staff
  - Proven ability to lead, coach and motivate staff and work effectively in a cross-functional, diverse and busy team environment with minimal supervision.
- High-level analytical, decision-making, and problem-solving abilities, including the ability to exercise sound judgement and provide clear and concise advice.
- Demonstrated high level organizational and time management skills, ability to respond effectively to challenges, manage workflows and balance competing priorities.
- Excellent communication skills in English and Tetum.

- Demonstrated commitment to CARE’s values, including gender equality and cultural sensitivity.
- Proficiency in Microsoft Office and financial management systems.

## Note

*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.*