



**JOB ADVERTISEMENT**  
**Internally & Externally**  
**CARE International in Timor-Leste - CITL**

<b>Department/Project</b>	<b>HATUTAN</b>
<b>Position Title</b>	<b>Senior Finance and Administration Officer</b>
<b>Supervisor</b>	<b>Field Office Deputy Manager</b>
<b>Position Grade</b>	<b>5</b>
<b>Salary</b>	<b>From \$779 per month plus benefits</b>
<b>Location of work</b>	<b>Field Office</b>
<b>Position report to</b>	<b>Field Office Deputy Manager</b>
<b>Contract Period</b>	<b>6 months with possible extension</b>
<b>Areas of experience required</b>	<b>Under the supervision of the Field Office Deputy Manager (the FODM), 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</b>
<b>Applications required by</b>	<b>29<sup>th</sup> July 2022</b>
<b>Application should include</b>	<b>CV and Application letter only</b>
<b>Application should be sent to</b>	<b><a href="mailto:manuela.dasilva@careint.org">manuela.dasilva@careint.org</a></b>

**INTRODUCTION:**

CARE is an international development and humanitarian aid organization fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. As a non-religious and non-political organization, CARE works with communities to help overcome poverty by supporting development efforts and providing emergency assistance. We believe supporting women and girls is one of the most effective ways to create sustainable outcomes in poor communities.

CARE's long term program will focus on women and girls in rural disadvantage areas with four priority areas: SRM Health and Rights, Women's Economic Empowerment, Women's Voice and Education.

**PURPOSE OF THE POSITION:**

Under the supervision of the Field Office Deputy Manager (the FODM), 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.

### **EXPERIENCE AND QUALIFICATIONS:**

1. Minimum Bachelors' degree in Accounting or equivalent preferably with recognised accountant qualification (CPA/CA/CMA) plus and/or minimum 5 years' relevant work experience, preferably in International Non-Government Organisation (INGO);
2. Manage the finance technical function and implement procedures and processes, with minimal supervision;
3. Proven demonstrated experience in handling projects report from US funding project will be an advantage;
4. Excellent written and verbal skills in Tetum and good English skills desirable;
5. Demonstrated knowledge of and experience in finance software's (SUN an advantage) and MS Office (Windows, Microsoft Word and Excel spreadsheets, etc.);
6. Demonstrated high level organisational 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;
7. Demonstrated strong leadership, decision making, problem solving, planning, analytical and influencing skills;
8. Demonstrated honesty, maintaining confidentiality, reliable and trustworthy;
9. Demonstrated ability to take direction and to work as part of a team;
10. A willingness to learn about CARE, gender equality and women's empowerment activities; and
11. Excellent numerical skills.

In return of your commitment you will benefit from ongoing professional development fostered within an innovative and forward thinking environment, plus a comprehensive benefits package.

To apply to this position, please email your submit the application letter and Curriculum Vitae with three references (Please DO NOT attached the other documents) to [Manuela.dasilva@careint.org](mailto:Manuela.dasilva@careint.org) by date deadline on **22<sup>nd</sup> of July 2022**. Only successful candidates will be contacted for the interview.

CARE is an equal opportunity employer committed to a diverse workplace. Women are strongly encouraged to apply.

CARE International Timor-Leste is committed to protecting the rights of children in all areas we work. CARE International Timor-Leste reserves the right to conduct screening procedure to ensure a child-safe environment.