

## JOB DESCRIPTION

### Commodity Accountant

Position title	<b>Commodity Accountant</b>
Location	Manatuto
Reports to	<b>Field Office Deputy Manager &amp; Senior Commodity Accountant</b>
Grade	<b>4 Step 1</b>
Salary	US\$619 per month
Position type	<b>10 Months</b>
Start date/timeframe	December 2023

## 1. Background

### 1.1 About CARE

CARE is an international development and humanitarian organization that has been working in Timor-Leste since 1994. With programs 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 programs.

### 1.2 About the program

CARE International in Timor-Leste (CITL) will implement a United States Department of Agriculture (USDA) funded program called HATUTAN, to build a partnership between schools and their communities to improve literacy, learning, health and nutrition for children and adults in the municipalities of Ainaro, Ermera, Manatuto and Oe-cusse. The program works with the Ministry of Education, Youth and Sports (MEYS) as the lead Ministry to strengthen pre-school and primary school performance in literacy, health, nutrition, and support the full implementation of the government school feeding program.

## 2. The role

### **PURPOSE OF THE POSITION:**

Under the technical supervision of the Senior Commodity Accountant and daily supervision of the Field Program Manager (the FPM), the Field Office Accountant –Commodity will be responsible to conduct regular monitoring of the commodity utilization at the schools in the municipality and prepare daily, weekly, monthly reports namely commodity status report, recipient status report, and loss status reports. The incumbent will also support the school coordinators/personnel in developing a better understanding of the reporting process using specific forms and formats and ensuring that reports at the school level are maintained on a regular basis. Supports audits, data quality verification as deemed appropriate and necessary. The position will start in December 2023 and will be ending as September 2024 with possible extension. This position is based in Field Office Manatuto Municipality, with possible travel required to Dili and other field offices.

### **MAIN RESPONSIBILITIES:**

#### **Accounting areas**

##### **Accounting procedures and commodity reconciliation**

- Manage the field office commodity daily, weekly and monthly reporting functions;
- Ensure adherence to commodity accounting policy in reporting and reconciliations;
- Ensure the safekeeping of school accounting information and supporting documentation;
- Prepare a folder for each school to store the scanned documents to ensure clear electronic reports;

##### **Food management**

- Check the closing stock for the schools at the end of each week and share the information with the SSFO and LCO.
- Check and verify the attendance sheets and the school stock register during your visit to the schools; support school coordinators to correctly fill the attendance sheets and school stock register; if needed work together with the school coordinator to fill the information correctly
- Conduct physical count on the same day to observe the true balance present at the school level
- Make sure to report any difference between true balance and book balance, try to find the reason behind the difference and provide recommendation for improvement
- Support in preparation of monthly delivery plans working together with the SSFO for Field Offices;
- Ensure proper documentation for payment of casual labor during unloading of commodities at the school level;

**Project reporting review and analysis**

- Review the payment requests and advance request & acquittal for commodity unloading to ensure the timely production of accurate reports;
- Prepare monthly commodity utilization reports for the municipality' schools
- Prepare monthly commodity recipient status report for the schools.
- Prepare monthly commodity loss status report for the schools; for every loss status follow Loss Damage, Misuse reporting format

**Audit and project closure**

- Assist in Data Quality Assurance of the commodity reports.
- Assist in audit (internal and external) conducted in-country
- Keep all documentation on file in a secured manner. Documentation should be disaggregated by schools, waybills, rounds.

**Human Resources Areas**

- Provide technical support to the school coordinators/school personnel in orientation of filing forms namely school stock register and attendance sheet, waybills.
- Support project staff to better understand commodity reporting process and procedures
- 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;
- Liaise with the Logistic and Commodity team in Country Office and Project team to ensure the smooth distribution for commodity supplies and equipment;

**Other tasks**

- 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 as appropriate;

- 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

#### **EXPERIENCE AND QUALIFICATIONS:**

- Minimum Bachelors' degree in Accounting or equivalent preferably with recognized accountant qualification (CPA/CA/CMA) plus and/or minimum 2 years' relevant work experience, preferably in International Non-Government Organization (INGO);
- Manage the finance function and implement procedures and processes, with minimal supervision;
- Proven 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 MS Office (Windows, Microsoft Word and Excel spreadsheets, etc.);
- Demonstrated high level time management skills, to ensure timely processing to meet deadlines in a complex environment;
- 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