

JOB DESCRIPTION

Deputy Finance Manager for Program

Position title	Deputy Finance Manager for Program
Location	Dili, Timor-Leste
Reports to	Finance Manager
Grade	6
Position type	1 Year (with possible extension)
Start date/timeframe	22 January 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

MAIN RESPONSIBILITIES:

1. Program Financial Management

- Provide support to FM in managing the finances for the programs, throughout the full project cycle, from the design phase until the closure phase in all CARE offices as follows:
- Provide support and information during the preparation of project proposal until submission such as budgeting, financial analysis, reporting processes and contract development
- Set up the new project (Tcodes, CoA, contract documents and filing) after approval from the donor ensuring the Tcodes are posted into SUN properly
- Ensure the integrity of the General Ledger with no errors in coding and allocation
- Ensure adherence to finance policy in all accounting and financial transactions
- Ensure the safekeeping of accounting information and supporting documentation
- Maintain and improve the finance system and procedures (manual and computerized) as required

2. Provide Technical Advice

- Provide technical advice to Project/Program Managers relating to financial reporting.
- Ensure that the project finance officers provide timely, reliable and accurate support in the process of preparing Costed Work Plans (CWP) and monthly forecasts, monitoring project expenditure, the adjustment of journals, the budget review and amendments, project reporting, project acquittal and project auditing.
- Ensure the timely production of accurate and meaningful financial reports for senior management, HQ, budget holders and donors.
- Review and supervise the Senior Accountant and the Finance Officer from program and work closely with the field finance officers in performing the project accounting according to the COFM, other local policies and donor requirements in all CARE Offices.
- Responding to the finance queries from senior management, HQ, budget holders, donors and auditors
- Visit the project sites and partners when necessary

3. Partnership Management

- Take a lead on partnership financial management process – selection process, capacity assessment, Financial Reporting, risk management
- Conduct the final review on the partner financial reporting before uploading into system
- Provide support for the partner in terms of financial management as needed (training, internal control, audit requirement etc)

4. Field Office Operation

- Involve in setting up the new field office including conducting necessary finance training for field office staff
- Ensure the sufficient resources (funds and skilled staff) for finance operation in the field offices
- Work collaboratively with the base administrator, project staff and other departments to provide sufficient support for field office operation
- Have regular visits to the field offices
- Recommend any improvement for finance operations in the field office

5. Internal Controls (integrated with the overall Country Office internal control strategy)

- Provide support and advice to the FM relating the internal controls strategy and plans required in the country office and the field offices- Supervise the finance team to implement the internal control strategy and plans and report the updated progress to the FM
- Conduct the internal control checklist for the field office according COFM in regular time
- Taking part in fraud investigation if required
- Organize and facilitate fraud prevention training and other training related to internal control strategy and plans

6. Finance team supervision, capacity building and leadership development

- Prepare the annual appraisal to develop the work plan and capacity development plan for Senior Accountant and Project Finance Officers and contribute to the APPA process for Field office Finance Staff managed by Program.
- Organizing (and in some cases delivering) training of staff, managers and partners in all aspects of financial management and the donor guidelines.
- Provide effective back-up when the absence of the FM and ensure the smooth finance operation during that time

7. Other Tasks

- Assisting the audit conducted in-country
- Involve in SUN implementation including provide SUN training for new staff and work together with Finance CARE Australia and IT for issues on SUN.
- Promote a safe and secure work environment; foster a culture of safety and security awareness and ensure a consistent application of, and compliance with, CARE safety and security policies and procedures
- Demonstrate 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
- Conducted yearly fraud training to all CITL staff members

3. Selection criteria

- An undergraduate degree in accounting or equivalent preferably with a recognized accountant qualification (CPA/CA/CMA)
- Experience at least five years in supervisor accounting level, preferably in International NGO
- Experience in handling projects report from various donors (EC, AUSAID, USAID etc) will be an advantage.
- Good written and verbal skills in the English language
- Demonstrated knowledge of and experience in finance software's (SUN highly desirable) and MS Office (Windows, spreadsheets, etc.)
- Demonstrated leadership and managerial skills. Facilitator skill is an advantage
- Demonstrated analytical skills and details oriented
- Proven ability to work under pressure and manage the workload to completing critical deadlines
- Demonstrated commitment to CARE values (Respect, Excellence, Diversity and Integrity) and teamwork.

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.