

SCHEDULE A – JOB DESCRIPTION (TOR)

Position:	Administration and Finance Assistant
Duration:	October 2021– 30 June 2022 with the possibility of extension
Location:	Dili based with some travel to regional offices
Reports to:	Operation and Finance Manager
Manages:	No direct reports

Project Description

Position Summary:

The Administration & Finance Assistant is responsible for supporting the Dili based Finance Officer, Admin Officer and the Regional Finance and Administration Assistants in the effective management of operations and grants finances. This will also include responsibility for assisting the regional office-based grants' financial processing, other project purchases and assisting in the TOMAK project bank account and reconciliation. The Administration & Finance Assistant must adhere to the donor requirements relating to the effective management of grants finances, as detailed in the TOMAK Operations and Finance Manual.

Duties and Responsibilities:

DUTIES:

- › Assist the Operations and Finance Manager (OFM,) Finance Officer (FO), Admin Office (AO) and regional Administration and Finance Assistants (AFA) in the acquittal of partner grants,
- › Assist the FO and regional AFA in sampling, checking, copying, scanning and archiving as well as assist in the acquittal of grant expenditures in Dili and if required in other municipalities.
- › Assist in the preparation of monthly financial management reports and forecasts and/or data to ASI through the national office, including the monthly regional office Receipts and Payments Statement (RPS) and ERP system if required
- › Assist the OFM to obtain quotations and research the market for all procurement
- › Assist the OF to maintain full and accurate filing system for all finance documentation
- › Make payments, deposits and withdrawals of funds at the banks
- › Assist the Administration Officer in events organising events such as workshops, meetings, launches and other special occasions.
- › Assist AO and FO in the logistics of staff travel advances and acquittal
- › Assist AO in the preparation, allocation and distribution of activity related materials and equipment
- › Assist AO for in TOMAK vehicle fleet management
- › Other duties as required by OFM

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Perform other duties that fall within the competency and responsibility of the position

- › Fill in for other administration and finance staff when they are on leave
- › Provide assistance to other support staff as needed

Position Requirements:

Minimum qualifications, skills and experience:

- › Previous experience in administration and finance systems role in Timor-Leste (minimum 3 years)
- › Relevant training / qualifications for the position
- › Relevant financial training. Experience in financial applications desirable.
- › Extensive experience in finance software,
- › Extensive experience in Microsoft Office specifically Word and Excel
- › Ability to work within a team, proactively and independently
- › Ability to manage and prioritise a varied workload
- › Excellent eye for detail
- › Excellent communication and interpersonal skills

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