

FINANCE AND ADMIN ASSISTANT, TIMOR-LESTE JOB DESCRIPTION

Coral Triangle Center (CTC) is a foundation based in Indonesia with regional scope and global impact. Established in 2010, CTC works closely with local communities, private sector, governments, and partners to strengthen marine resource management in the Coral Triangle to protect coral reef ecosystems, ensure sustainable livelihoods and food security. We support on-the-ground conservation in Bali, Maluku, as well as in Timor-Leste. We lead learning networks of women leaders and marine protected area practitioners in Indonesia, Malaysia, Philippines, Papua New Guinea, Solomon Islands, and Timor-Leste. CTC is developing its Center for Marine Conservation in Bali as an integrated learning space for training programs, outreach activities, interactive exhibits, and artistic and cultural performance to influence millions of people to care for our oceans and those who depend on it.

ESSENTIAL FUNCTIONS:

CTC is recruiting a Timor Leste national (local hire) for the position of Finance and Admin Assistant who will be responsible for managing all financial, accounting and administration functions for the project ensuring that CTC financial policies are properly implemented and all transactions are properly processed, recorded and reported on time. The Finance and Admin Assistant is required to maintain the accuracy of these transaction records to ensure CTC compliance.

The Finance and Admin Assistant is to assist the Senior Accountant in Bali Office regularly, to review the financial transactions and operations in accordance with CTC Finance policies and procedures.

This position reports to Senior Accountant and do the regular coordination with CTC's Timor-Leste Representative day to day basis.

KNOWLEDGE/SKILLS:

- Bachelor's degree in finance/accounting; 1-2 years of related work experience.
- Strong knowledge of GAAP and understanding of fund accounting principles, practices and regulations.
- Excellent with Microsoft Office and familiar with Accounting System.
- Solid knowledge and experience using and maintaining automated systems.
- Strong organizational skills and accuracy, attention to detail and ability to multi-task.
- Honesty and error free handling of cash.

COMPLEXITY/PROBLEM SOLVING:

- Ability to interpret guidelines & analyze factual information.
- Duties may require non-routine analysis, research and follow through.
- Ability to complete multiple & variable less defined assignments in a timely manner.
- Must be willing to travel around Timor-Leste and Indonesia.

DUTIES AND RESPONSIBILITIES:**Finance Management (70%)**

- Ensure that all types of expenses are properly authorized and documented.
- Execute petty cash and other project transactions and initiate improvements, when necessary.
- Prepare, record and maintain all disbursement vouchers.
- Manage all types of daily expense transactions incurred and ensure accuracy for reporting purposes.
- Perform routine accounting and finance transactions.
- Manage the filing of financial and accounting records and regularly review the organization of these records.
- Prepare and submit a weekly and monthly report to the Finance and Admin Manager in Bali Office, summarizing the activities completed during the week/month and anticipated activities for the coming week/month.
- Assist the Senior Accountant in preparing the final financial report.
- Maintain regular communication with CTC office in Bali on accounting and financial related matters and provide necessary information required.
- Propose wire transfers to pay project expenses, prepares bank vouchers for financial transactions and routes them for approval signatures.
- Responds to inquiries from Bali staff regarding monthly expense reports.
- Support the project team event (e.g training, meeting, workshop or seminar) in terms of the admin and financial purposes.
- Within the scope of works, performs other duties as required.

Grants Management (20%)

- Conducts financial monitoring, including collection of financial information and supporting documentations; voucher verification; determination of budget compliance and reasonableness of charges.
- Assist related program staff in travel, training & meeting arrangement.

Office Management (10%)

- Responsible for general administration at Timor-Leste Office such as supporting local Program Officer, filling documents, local licenses, supplies and office equipment.
- Any other tasks as stipulated by the Executive Director and appointed SMT members.

COMMUNICATIONS/INTERPERSONAL CONTACTS:

- Strong communication skills.
- Communicates clearly and in a timely manner to respond to queries and resolve problems.
- Demonstrate professional, positive, approachable attitude/demeanor and discretion.
- Work with and communicate with a wide range of people including; the public, program leadership, influential donors, and partners. Work in partnership with other.

Please send your CV through email: hrecruitment@coraltrianglecenter.org