



TERMS OF REFERENCE (TOR)

Position title	Finance Coordinator (National Only)
Location	Dili
Number vacancy	One (1)
Reference number	RDTL-FI-SGP-2024-015
Period	One year (1) possibility of extension depends on the assessment and institutional needs.
Probation period	Three (3) months
Reports to	Major Projects Secretariat Director
Application deadline	4 April, 2024
Application process	Applicants should send a CV and cover letter via email to sgpinfo@sgp.tl

A. BACKGROUND

According to the Decree-Law No. 1/2016 of the General State Budget for 2016, the purpose of the establishment of the Infrastructure Fund (IF) is to ensure the effectiveness and efficient implementation of strategic investments and infrastructure projects. The Major Project Secretariat (MPS) is an Autonomous Agency under the Ministry of Planning and Territory. MPS is responsible for providing technical and administrative support to the Council for the Administration of the Infrastructure Fund (CAFI) based on Decree-Law No.13/2016.

To perform its tasks and responsibilities as specified in the IF Decree-Law, the MPS conducts the recruitment for finance coordinator position to support the daily activities in the finance. The duties collaboration with relevant line ministries, the National Development Agency (NDA) and National Procurement Commission (NPC), the consultant will therefore provide support and responsible for financial management of infrastructure fund of major infrastructure projects including: project budget management, treasury management and oversight of



financial resource management and provision of advice and support to the Major Projects Secretariat on financial management. It will also provide advice as required on financial progress of Infrastructure projects and responsible for financial donor reporting.

To perform the mentioned roles in order to achieve the above objectives, the Major Project Secretariat need personnel in various area, including the current position, which is the Finance Coordinator, who will be responsible mainly to all financial transaction of the funds.

Summary of the core functions:

- ❑ Effective and accurate financial cash flow management and oversight of Infrastructure Fund
- ❑ Implementation Treasury management strategies and procedures
- ❑ Projects' budgets management and Infrastructure Fund Account
- ❑ Facilitation of knowledge building and sharing.

B. GENERAL DUTIES AND RESPONSIBILITIES:

1. Ability to assign and evaluate subordinates' tasks;
2. Ability to meet deadlines and work under pressure;
3. Organizational skills in accordance with defined priorities.
4. Behavior and presentation compatible with the exercise of public functions;
5. Aptitude for learning and continuous performance improvement;
6. Ability to work in a team and in multicultural environments.

C. SPECIFIC DUTIES AND RESPONSIBILITIES:

The Finance Coordinator is expected to assume the following responsibilities:

1. Ensure **effective and accurate of Finance cash flow management and oversight**, focusing on achievement of the following results:
 - ❑ Ensure budget execution, coordinate and supervise the accounting of Fund expenses and transfers.



-
- ❑ Manage the Infrastructure Fund (IF) and the SGP budgets
 - ❑ Responsible for approving Journal Voucher (JV);
 - ❑ Exercise other duties assigned by law or delegated by the Director.
 - ❑ Provide financial analysis of monthly cash flow forecast and oversight for all Infrastructure Funds managed by the Secretariat and provision of high-quality professional advice to the Director
 - ❑ Process financial documentation for Payment verification, Virement, and payment process including creation of Commitment Payment Voucher (CPV), Receive and Return System payment requisition (PRT), Purchase Order (PO).
 - ❑ Maintain internal expenditures control system by ensuring that CPV, PO, PRT processed are matched and completed, transactions are correctly recorded in the system
 - ❑ Compile and input information and monitor sectoral projects' budgets in Free balance database system
 - ❑ Regular monitoring of the Infrastructure Fund (IF) budget is entered into the Free balance system and ensuring that all IF budget allocated under line ministry program should be properly coded.
 - ❑ Ensure proper expenditure tracking and audit of financial resources, in accordance with Government Financial rules and regulations.
 - ❑ Oversee budget management processes, including liquidity management, risk assessment, bank relationship management, timely accounting of all transactions.
 - ❑ Monitor financial reports for unusual activities, transactions and investigation of unusual transactions and provide information to supervisor and sectoral focal points.
 - ❑ Review zero-balance account bank statements and timely and accurate approval of bank reconciliation, including documented review of exceptions.
2. Ensure **implementation of operational and financial management strategies and procedures**, focusing on achievement of the following results:



-
- ❑ Ensure full compliance of treasury activities, financial recording/reporting system and audit follow up with Government Financial rules, regulations, policies and strategies.
 - ❑ Ensure Infrastructure Fund (IF) budget is entered into the Free balance system and ensure that all IF budget allocated under line ministry program should properly coded
 - ❑ Ensure the budget allocation in the free balance should comply with State Budget approved by National Parliament of Timor-Leste.
 - ❑ Implementation of the effective internal control, proper design and functioning of the financial management system.
 - ❑ Contribute to the workflows in the Treasury Unit including overseeing the creation of Commitment Payment Voucher (CPV), Receive and Return System (GRN) generate payment requisition (PRT), Purchase Order (PO).
 - ❑ Continue analysis and monitoring of the financial situation, presentation of forecasts project delivery figures regularly in line with the budget allocation of projects.
 - ❑ Submission of financial reports to donors on a timely and quality basis.
 - ❑ Extracting, inputting, copying and filing data from various sources and maintenance of the proper filing system for financial records and documents.

A. EDUCATION AND EXPERIENCE

Education and Experience

- Master's Degree with minimum of 2 years of relevant working experience or Bachelor Degree with minimum of 4 years of relevant working experience in one of the following areas: Accounting, Financial Management, Business Administration, Economics and another related field.
- Proven experience in treasury, finance or relevant areas of management is greatly beneficial
- Have a good understanding of Government financial system or Free-Balance database
- Have an excellent computer skill and Advance user of MS Excel is highly valuable
- Proven ability to work at middle level management.



-
- Proven ability to work in a team and maintain good relationships and team work.
 - Strong interpersonal skill and excellent oral and written communication skills in English, Tetum and Portuguese will be an advantage.

B. PERFORMANCE EVALUATION

The performance of the finance coordinator will be assessed by the Major Projects Secretariat Director, using the Performance Appraisal System in place.

Notes:

- MPS is an equal opportunity employer committed to a diverse workplace. Women are strongly encouraged to apply
- Only successful candidates will be contacted for the interview.