



Job Description

Junior Finance Professional

The National Communications Authority of Timor-Leste, formally Autoridade Nacional de Comunicações (ANC), is a statutory authority established by the Telecommunications Decree-law No. 15/2012 of 28 March 2012.

The ANC is seeking to employ a Junior Finance Professional. The junior finance professional will work under the guidance, direction and supervision of Finance Director to provide a range of financial services to the ANC.

• Key Responsibilities

- Ensure that adequate financial controls are in place and proper accountability of expenditures;
- Ensure that all expenditures are recorded in compliance with internal financial accounting policies and procedures;
- Ensure all financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained and can be easily extracted for the purpose of preparing financial statements; and financial audits;
- Monitor budget and expenditure and contribute to the preparation of budget if necessary;
- Prepare and submits timely and reliable ANC financial documents and financial reports;
- Develop and maintain financial accounting systems for cash management, accounts payable, account receivable and petty cash;
- Manage the cash flow and prepare cash flow forecasts in accordance with policy;
- Oversee all payroll functions to ensure that employees are paid in a timely and accurate manner;
- Ensure that attendance list record updated and liaise with HR for salary payment;

- Process travel allowances for local and international travels;
- Ensure creditors are paid on a monthly basis for goods and services;
- Establish and maintain financial filing systems, both hard copy and electronic;
- Maintain the ANC's financial archives system;
- Perform other duties as assigned.

B. Other Responsibilities

- Promote the ANC's Code of Conduct and fulfill its requirements at all times;
- Provide a consistently high level of service to the ANC and its stakeholders in a prompt and pleasant manner;
- Apply the ANC's document control system to all documents;
- Maintain the highest ethical standards and confidentiality in dealing with ANC staff and stakeholders;
- Develop own skills and knowledge in order to better deliver administrative functions and duties and participate in the ANC business improvement and corporate development programs;
- Ensure effective use of relevant application software systems.

C. Reporting

Reports to:	Finance Director of ANC (National Communications Authority)
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D. Selection Criteria and Desirable Qualities

- At least 4 years progressive experience in the area of finance, budgeting.
- Post-secondary or tertiary qualification in a field relevant to accounting, business administration, finance or other related field;
- Demonstrated experience in preparation of financial reports, procurement, and budget variances analysis.
- High integrity, strong result orientation and drive for excellence and initiative taking.
- Administrative skills in order to undertake correspondence, prepare routine reports and maintain records.
- Work experience with MS Office application is a must.

- Ability to work in a multi-cultural environment.
- Ability in verbal and written: Tetum, English and Portuguese desirable.
- Be a citizen of Timor-Leste.