

Position:	Financial Management Specialist
Division:	Operations
Report to:	Director, Finance and Administration
Band:	C
Position Objective	
<p>The Millennium Challenge Account (MCA) in Timor-Leste, collaborating with the Government of Timor-Leste and the Millennium Challenge Corporation (MCC) of the Government of the United States of America, is responsible for implementing the \$420 million Timor-Leste Compact, which, together with an additional contribution of \$64 million from the Government of Timor-Leste, represents a total \$484 million investment in Timor-Leste. The Compact aims to address human capital development as a binding constraint to economic growth in Timor-Leste through two projects: the Water, Sanitation, and Drainage (WSD) Project and the Teaching and Leading the Next generation of Timorese (TALENT) Project.</p> <p>The Financial Management Specialist, under the supervision of the Director, Finance and Administration, is responsible for examining the daily execution of accounting and financial management transactions, monitoring the banking relationship, and serving a facilitating role in budget management and as focal point for the preparations for budgeting and other financial management activities.</p>	
Duties and Responsibilities	
<ul style="list-style-type: none"> • Review and verify a range of transactions (including disbursements, transfers, etc.) and ensure MCA/MCC finance and accounting guidelines are properly observed, and documentation is current and accurate to support financial management reporting and supporting activities. • Reconcile accounts within the MCA and with banks to ensure the integrity of accounts and the transparency of the process and documentation in support of financial reporting and audit activities. • Recommend remedial measures to address issues related to the consistency and accuracy of accounts and reporting to ensure accounts are balanced/reconciled. • Disseminate information and reports on accounts and budget disbursement and utilization to aid in program planning and implementation. • Train MCA staff on the proper use of accounting and financial management forms and accomplishment of finance and accounting transactions to ensure consistent compliance with MCA/MCC guidelines and strengthen the transparency of the accounting function. • Monitor budgets and daily cash flow ensuring that issues of overspend/underspend are anticipated and that remedial measures are raised to the Director, Finance and Administration, • Manage the preparation and organization of finance and accounting documentation for budgeting, reporting, and audit activities, ensuring that information is accurate and traceable. 	

- Consolidate and maintain documentation on issues and best practices to support process improvement activities.

Requirements (Education, Experience, Technical Competencies)

- University Degree in Accounting/Finance or related field
- Minimum of five (5) years of progressive work experience in financial management with specialized or varied experience in service management related to establishing policies and procedures in the areas of accounting, finance, management and other related technical acumen.
- Previous working experience with large international development organizations including international donors, NGOs, or government agency preferable.
- Have strong computer skills with proficiency in the use of common Microsoft Office applications (Word, Excel, and PowerPoint) and familiarity with Financial Management Systems.
- Excellent written and verbal communication skills in English. Portuguese and/or Tetum a plus.
- Demonstrated similar work experience in Timor-Leste and experience coordinating with local government institutions is an advantage.