

POSITION DESCRIPTION

POSITION TITLE:	Finance Officer, Menzies Timor-Leste office
DIVISION / SECTION:	Global and Tropical Health
SUPERVISOR:	Menzies Timor-Leste Finance Manager
CLASSIFICATION LEVEL:	N/A
SALARY RANGE:	Negotiable
STATUS (FTE):	Full Time 1.0 FTE
LOCATION:	Dili Timor-Leste
NO. OF POSITIONS REPORTING DIRECTLY:	0
NO. OF POSITIONS REPORTING INDIRECTLY:	0

SPECIAL CONDITIONS:	Ability to obtain a clear Police Check Willing to comply with Menzies Vaccination policy
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ABOUT MENZIES:

Menzies School of Health Research is one of Australia's leading medical research institutes dedicated to improving Indigenous, global and tropical health. Menzies has a history of over 30 years of scientific discovery and public health achievement, joining with partners across the Asia-Pacific as well as Indigenous communities across northern and central Australia.

The Menzies Global and Tropical Health (GTH) Division is committed to tackling key areas of public health concern that impact on the health and wellbeing of people and communities across northern Australia and the Asia-Pacific region. With a focus on translational research we shape our research program through close collaboration with a diverse range of healthcare providers, policy makers and researchers, to target priority health issues. Our aim is to find meaningful and relevant ways to improve the health of people in our region.

THE PROJECTS:

Menzies has an office in Dili, Timor-Leste with around 50 Timorese and expatriate staff employed in-country, supporting the delivery of capacity-building and research projects. A number of projects are being implemented through the office under a Memorandum of Understanding between Menzies and the Ministry of Health, and Menzies and the Ministry of Agriculture and Fisheries. The Timor-Leste office is supported by Menzies Corporate Services, the GTH Division and Timor-Leste program officers based in Australia.

SUMMARY OF POSITION:

Reporting to the Finance Manager - Timor-Leste office, the Finance Officer is responsible for all financial functions of Menzies Timor-Leste, including accounts payable, payroll and Social Security payments, petty cash management, banking, in compliance with Menzies policy, procedures and guidelines. The Finance Officer ensures compliance with as Menzies internal policies and procedures to provide timely reports and assistance to the Finance Manager, supporting the efficient and effective use resources.

PRIMARY RESPONSIBILITIES:

Management Responsibilities:

- Manage daily program-wide accounting and finance functions including timely recording and payment of transactions, cash management, banking, Social Security, receivables and payables.
- Liaison with Menzies Corporate Services and specifically the Finance team, to ensure the accurate and timely processing of payroll and supplier payments.
- Prepare cheque and on-line payments for review by the Country Manager and Financial Controller in compliance with Menzies policies and regulations, with correct coding and supporting documentation.
- Review Travel Expense Request (Per Diems) for accuracy before payment.
- Prepare and prompt settlement of payroll and Social Security Deductions.
- Ensuring proper book of accounts are kept and maintain a sound archiving (filing and retrieval) system.
- Ensure compliance with Menzies financial policies and procedures.
- Ensure Menzies staff are aware of, and follow the finance policy and delegation of authorities, particularly in regard to quotations, purchase requests and approvals.
- Assist the development and revision of policies and procedures
- Any other tasks as reasonably required by the Director, Country Manager and Supervisor.

SELECTION CRITERIA:

Essential:

- Relevant tertiary qualification in accounting or finance, or a related field and at least 2 years' experience in an NGO working in finance and accounting and analysis.
- Solid experience in managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll and Social Security.
- Non-profit Organization experience, with experience with fund/grants accounting preferred.
- Good working knowledge of computer packages including word processing, spreadsheets, power point and TechOne or other accounting software.
- Fluent in English and Tetum.
- Proven ability to establish and develop productive partnerships, manage sensitive issues and maintain confidentiality.
- Initiative, good judgement and strong problem-solving skills with demonstrated ability to work under broad direction as part of a multidisciplinary team.
- Demonstrated ability to think analytically and critically and to synthesize relevant data in the stated area(s) of interest.

Desirable:

- Strategic thinker who possesses solid business acumen and can organize and manage multiple priorities.
- Exceptional verbal and written communications skills and the ability to interact effectively with others, both internally and externally.

Approved by: Menzies Timor-Leste Country Manager

Name: Antonio Goncalves

Signature:



Date: 18/07/2022