

Head of Finance and Compliance

PURPOSE OF THE POSITION

As the Head of Finance & Compliance and member of the country Senior Management Team you are responsible for maintaining robust financial management of all activities within ChildFund Australia's operation in Timor Leste. Together with your team, you ensure all accounting operations are compliant with statutory regulations in Timor Leste, ChildFund and external donor's policies & procedures. You ensure that ChildFund Timor Leste maintains the highest standard of accountability and integrity to its stakeholders.

KEY DUTIES

- Provide leadership, support and guidance to finance team staff including their professional development
- Build capacity of finance team in order to provide training for partners/sub-grantees on grant financial management
- Drive ChildFund Timor Leste's financial strategic planning
- Drive financial policy and procedure development and relevant trainings in your area of responsibility, including compliance issues and other matters as needed, ensuring a good level of knowledge of relevant policies, processes and procedures
- Ensure internal controls are adequate and fully comply with organisational policies and guidelines, statutory and donor's requirements
- Manage the country budget process; develop and provide financial reports to the SMT to track the revenue and expenditures
- In interaction with the program team, contribute to grants applications, project budgets, financial reporting and compliance;
- Supervise daily financial tasks, payroll, partner project acquittals, month end accounts, annual statutory accounts audit and project audits
- Ensure appropriate financial management practices are in place in partner organisation and lead the due diligence, capacity assessment and financial capacity building process of local partners;
- Assist the Country Director with oversight of country risk management, respond to re-emerging risks and set up mitigation plan.

QUALIFICATIONS & EXPERIENCE

- University degree in Accounting, Finance Management or other relevant field
- Minimum 5 years working experience in accounting and financial management, at least 3 years in a managerial position
- Sound experience in budgeting and accounting
- Experience in staff management and capacity development of staff and partner organisations
- Good understanding of donor financial requirements, grants management and policy compliance standards
- Strong knowledge of local regulations
- Excellent computer literacy and experience with computerized information
- Proficiency in finance/accounting software, e.g. Sunsystem and Sage Intacct

Desirable

- Experience in developing and implementing finance policies and procedures
- Experience working in INGO; Experience with capacity building of local partner organisations.

Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy

SKILLS

- Strong leader, supporting others in achieving their & the organisation goals
- Up-to-date with the latest trends and best practices in the education sector and measurement
- Creative thinker and motivator
- Strong analytical skills
- Good team player & strong stakeholder management skills

CHILD FUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values –
Respect, Integrity, Collaboration, Change,
Empowerment & Excellence

Department: Finance

Location: ChildFund Timor Leste, Dili Office, with some travel required to the municipalities

Employment status: 2 years with possibility for extension. The position is open to Timorese nationals and international candidates willing to work on a local contract (some additional benefits may apply).

Reports to: ChildFund Timor – Leste Country Director

Salary: Starting from 1,800 plus Benefits (negotiable depending on experience)

A working with Children Check and a Criminal History Check are required to be undertaken for this position

Please apply at <https://teamchildfund.bamboohr.com/jobs/view.php?id=51> or

fsantos@childfund.org.au

Application closes **08 March 2021**





ORGANISATIONAL CONTEXT

ChildFund Timor-Leste is the representative office of ChildFund Australia – an independent international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 11 organisations which assists more than 14 million children and their families in over 60 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

ChildFund began work in Timor-Leste in 1990, originally under the management of ChildFund International. Since October 2017 it has operated as an office of ChildFund Australia, and continues to work in partnership with children, their communities and local institutions to create lasting change, respond to humanitarian emergencies and promote children’s rights.

With a focus on maternal and child health, early childhood development, school readiness, youth empowerment and protection, and child rights, ChildFund Timor-Leste aims to demonstrate effectiveness and accountability in its program activities and add value to the efforts of its partners through quality programs that are respectful, responsive, and relevant in helping children in poverty, their families, and communities. ChildFund Timor-Leste is working with rural communities to build a new, stable and prosperous future for what is one of the world’s youngest nations.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 15 days of paid annual leave. You are also entitled to annual leave paid, maternity leave and parental leave.

Health Insurance, Social Security & Bonus

Child Fund will cover Health the costs for you and your immediate family members. Child Fund will pay the contribution of social security to you and provide payment in December of each year of a Thirteenth month salary.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

OUR VISION: A world without poverty where all children and young people can say: “I am safe. I am educated, I contribute. I have a future.”

OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

At ChildFund Australia
you will be
contributing to every
child being able to
play, learn, and grow.