



INSTITUTO DO PETRÓLEO E GEOLOGIA – INSTITUTO PÚBLICO
(IPG)

Terms of Reference

For

Finance Assistant

Division of Finance and Accounting

1. Background

The Institute of Petroleum and Geology (IPG), established in 2012 based on Decree-Law n° 33/2012 of July 18, is a public institution of the Timor-Leste Government, under the supervision of the Ministry of Petroleum and Minerals (MPM) with the objective of developing geological studies of mineral resources, including Timor-Leste's oil and gas, using modern technical and scientific basis, enabling the development of the country.

The main objective of IPG is the archiving, production, management, storage and dissemination of geological information, including, with regard to oil, gas and mineral resources, which serves as the basis for prospecting, research and exploration of mineral resources of Timor-Leste.

To achieve these objectives the IPG is organized by an operational Team that is composed work Teams.

2. Place of Employment

The position is based in Dili Timor Leste with few local travels to rural areas if needed

3. Structural Position

The finance and accounting assistant is responsible and report to chief of treasury who will assign duties as appropriate, under the overall supervision of the Director of Finance and Accounting.

4. Major Duties and Responsibilities:

- 4.1. Collecting and processing invoices
- 4.2. Processing Payment Authority or Travel Movement Form for staff, Casual Services & external partners or vendors
- 4.3. Prepare Expenses & Reimbursement forms
- 4.4. Processing petty cash expenditure and its reconciliation
- 4.5. Prepare reconciliation summary of every expenses and balance on daily basis
- 4.6. Obtain and Withdraw Bank Cheques
- 4.7. Prepare bank deposits
- 4.8. Prepare both manual and systematic book keeping on daily basis
- 4.9. Delivery payments to Timor Leste Tax Authority & INSS & other relevant vendors
- 4.10. Manage and Control IPG's Finance and accounting Achieves
- 4.11. Participate in Divisions & external meeting as needed
- 4.12. Any other duties as require by IPG.

5. Requirements

- 5.1. Work experience for minimum two years as an Accounting or finance Assistant
- 5.2. Knowledge of basic bookkeeping in using relevant accounting software's such as MYOB or QUICK BOOK
- 5.3. Familiarity with accounting and finance procedures or regulations
- 5.4. Good math skills and the ability to spot numerical errors
- 5.5. Hands-on experience with MS OFFICE
- 5.6. Organization skills
- 5.7. Ability to handle sensitive and confidential information
- 5.8. Strong attention to detail and follow-through.

6. Organizational Skills:

- 6.1. Strong and effective communicator, both written and verbal, with excellent interpersonal skills.
- 6.2. Demonstrated ability to work effectively with both accounting and non-accounting personnel.
- 6.3. Ability to work independently, as well as maintain a positive working relationship with other divisions within IPG.
- 6.4. Perform multiple tasks under tight deadlines without sacrificing quality or accuracy.

7. Minimum Qualifications

- 7.1. Bachelor degree in accounting or finance
- 7.2. Proficient computer skills using MS Office: Word, Excel, Power Point, Outlook, and Internet.

8. Selection Process

- 8.1. We're looking for evidence that you have the skills, experience, and abilities indicated in this Announcement. Information you provide will be used for deciding who'll be selected for the next step in our process.
- 8.2. Certifications are strongly needed to support the **Requirements** and **Minimum Qualifications**

