



FUNDASAUN ALOLA

Job Vacancy Announcement

The Fundasaun Alola is a non-government organization, operating in Timor Leste to improve the lives of women and children. The organization seeks to nurture women leaders and advocate for the rights of women, our motto is “**Strong Women, Strong Nation**” and we have programs in Maternal & Child Health, Advocacy, Education, and Economic Development. Alola Foundation is led by a Board of Management and currently moving towards a management team that is entirely Timorese-led.

Currently, Fundasaun Alola is looking for qualified persons to fill the position of **FINANCE COORDINATOR** to support and maintain the financial system implementation to ensure that all the programs are implemented based on the budget plan to achieve the project and program goals. The Finance Coordinator's primary role is to maintain accurate financial control and accountability of all funds handled by the Alola Foundation following the Alola Foundation accounting procedures. Responsibilities include assisting in the production of all reports to projects and programs, entries of receipt into the financial system, preparing monthly reconciliations of bank statements, initiating payroll, and verifying liquidations.

Key Competencies Required:

- Ensure the appropriate finance systems are maintained and that all procedures and controls are implemented.
- Manage bank account, including reconciling monthly bank statements.
- Responsible for the preparation of Fundasaun Alola's staff salary.
- Ensure the appropriate payment for wage tax and social security contribution every month.
- Update entries into the MYOB System for:
 - All bank transactions
 - All approved original receipts
 - All expenditure and income.
- Preparing reports for all the donors and each project every month depending on the donor requirement.
- Accurately record all financial transactions in the ledger.
- Assist the Finance Officer in archiving all funds documents based on the financial system.
- Assist the Finance Manager in preparing finance reports internally based on the needs.

- Monitor cash flow and ensure that sufficient funds are available to cover Fundasaun Alola's core costs and ongoing project activities.
- Assist the Finance Manager in preparing a management report to Alola's Board.
- Assist Program Managers in the preparation of budgets and accounts to donors.
- Assist the Finance Manager in preparing for financial auditing.
- Participate in management team meetings and strategy plans as required.
- Participate in Alola's procurement committee meetings.
- Acting as Finance Manager while Finance Manager away.

SKILLS AND EXPERIENCE REQUIRED:

- Bachelor's degree in accounting, finance, economics, or related field.
- Minimum 2 years of professional related work experience.
- Outstanding financial and analytical skills.
- Proficient with cash handling.
- Proficient computer skills especially with MYOB Accounting and MS Office Excel.
- Outstanding communication skills, both verbal and written in English.
- Excellent communication and coordination skills.
- Excellent organizational skills.
- Able to meet deadlines.

How to Apply:

Please submit your application letter **addressing the key competencies required** and curriculum vitae with two references and other relevant supporting documents (*including academic qualifications*) before **Closing of Business (CoB) on 09 January 2024** to the Human Resource Coordinator, Fundasaun Alola Office at Avenida Bispo de Medeiros, Mascarenhas-Dili, Timor-Leste (*Infront of the Military Police Headquarter*).

Noted: ***Only shortlisted candidates will be directly contacted for the interview.***

For a copy of the Job descriptions, please email:
Human Resources Coordinator at vaga@alolafoundation.org

***Strong Women Strong Nation
Feto Forte Nasaun Forte
Mulheres Forte Nação Forte***