

## **JOB VACANCY**

### **Advertising**

Job Title : Administration and Finance Officer  
Department : **General Administration and Finance**  
Job Code : 124/AVA/EXT/A1/EEI-TL/V/2015  
Closing date : March 11<sup>st</sup>, 2016  
Location : Dili, Timor-Leste  
Appointment : Local & Foreign National Hire

### **Terms of Reference**

#### **Administration and Finance Officer**

#### **About Us**

The experience vocational education held for more than 12 (twelve) years from the date of establishment, 10 November 2003 to the present. **EIROS ENTREPRENEUR INSTITUTE (EEI)** has a better understanding about the implementation of vocational education effectively and efficiently.

Thousands of students have benefited from our educational system, not even a little of our alumni who now occupy important positions in the field of computers, administration, finance and others such as the staff of the Government, EDP Manager in a hotel or private companies nationwide.

EEI provides not just at theory or a new concept, but more emphasis on practical experience, tips and discussion of real cases daily with the method of experiential learning, role play, quizzes, personal assessment, video clips, and others.

EEI designing program stormed the training needs of human resources in the areas of soft skills, particularly for employees to staff levels and general manager for the all Timorese people.

#### **Duties and Responsibilities**

(Major responsibilities and target accomplishments expected of the position including the typical problem encountered in carrying out the responsibilities.)

1. Administer and monitor the financial system in order to ensure that the EEI finances are maintained in an accurate and timely manner

#### **Main Activities**

- Assist with preparation of the budget
- Implement financial policies and procedures
- Establish and maintain cash controls
- Establish, maintain and reconcile the general ledger
- Monitor cash reserves and investments
- Prepare and reconcile bank statements
- Establish and maintain supplier accounts
- Processes supplier invoices



- Maintain the purchase order system
  - Ensure data is entered into the system
  - Issue cheques for all accounts due
  - Ensure security for all credit cards and verify charges
  - Ensure transactions are properly recorded and entered into the computerized accounting system
  - Prepare income statements
  - Prepare balance sheets
  - Prepare monthly financial statements
  - Prepare quarterly reports and report on variances
  - Assist with the annual audit
  - Maintain the computerized accounting system
  - Maintain financial files and records
2. Maintain the accounts payable and accounts receivable systems in order to ensure complete and accurate records of all moneys

**Main Activities**

- Ensure the safeguarding of all EEI funds
  - Issue, code and authorize purchase orders
  - Reconcile the accounts payable
  - Prepare journal summaries
  - Reconcile the accounts receivable
  - Compile source documents
  - Issue receipts
  - Reconcile weekly deposits
  - Reconcile Motor Vehicle and other services transactions
3. Administer employee files and records in order to ensure accurate payment of benefits and allowances

**Main Activities**

- Document new employees
  - Establish employee files in the computerized accounting system
  - Administer benefit entitlements
  - Verify and report on benefits payments
  - Maintain the leave management system
  - Verify annual leave records
  - Calculate and action deductions
  - Submit remittances
  - Prepare separation documents for terminated employees
  - Maintain confidential employee files
4. Administer the bi-weekly payroll in order to ensure that employees are paid in an accurate and timely manner

**Main Activities**

- Set up employee files
- Verify and code timesheets and hours worked
- Calculate employee salaries, deductions and contributions

- Enter payroll information into the computerized accounting system
- Calculate source and miscellaneous deductions
- Process pay cheques
- Update leave and lieu time
- Prepare, review and file payroll summaries, journals and reports
- Issue Records of Employment

5. Provide efficient and effective office management

**Main Activities**

- Order office supplies
- Manage the filing, storage and security of documents
- Respond to inquiries
- Manage the repair and maintenance of computer and office equipment
- Maintain insurance coverages
- Issue permits and licenses
- Maintain booking registers
- Administer government services including motor vehicles and vital statistics
- Act as deputy returning officer during EEI Recruiting.

6. Perform other related duties as required

**Minimum Requirements:**

Bachelor's in Accounting, Finance and Business Administration or related field.

At least two years' experience in Administration and Finance Field

**Knowledge, Skills, Abilities and Worker Characteristics:**

Excellent analytical and organizational skills.

Excellent facilitation, accounting, and financial skills.

Excellent budgeting and planning skills.

Excellent oral and written communication skills.

**Working Conditions:**

Typical working environment.

**How to Apply:**

- This is a local and foreign national hired position.
- Please only submit your cover letter, CV, and references (at least three names with full contact details) to: [hr@eirosgroup.com](mailto:hr@eirosgroup.com)
- Do not forget to state your name and position applied in the e-mail subject.**
- Deadline of application is **March 11<sup>st</sup>, 2016**. Late submission will not be considered; hard copy applications and phone inquiries will not be accepted.