

TIMOR GAP, E.P.	MANAGERS
	JOB DESCRIPTION
Position	: Accounting Manager
Job Category	: SP (Senior Professional)
Location and Department	: Dili
Reporting Relationships	: Refer to Organization Chart of TIMOR GAP, E.P.
Position line reports to	: Director of Corporate Service
Position line reporting to it	: Refer to Organization Chart of TIMOR GAP, E.P.

1. ROLE SUMMARY

Accounting Manager is responsible for the day-to-day accounting operations of the Company, include the production of periodic financial reports, maintenance of an adequate system of accounting records, and a comprehensive set of controls and budget designed to mitigate risk and enhance the accuracy of the Company's financial reports. Accounting Manager is a member of Finance Team with a high level of knowledge of business services and able to complete work efficiently, recognizing issues of concern and opportunities as they arise, and take steps to resolve those issues. Establish financial status by developing and implementing systems for collecting, analyzing, verifying and reporting financial information. This position must meet tight deadlines and a multitude of accounting activities including general ledger preparation and financial reporting.

2. KEY OBJECTIVES

- 2.1. Provide supports to the Director of Corporate Service in matters relating to overall company accounting functions and make recommendations to the Director for

developing and maintaining accounting principles, practices and procedures to ensure accurate and timely financial reporting.

- 2.2. Oversee accounts payable, fixed assets, state taxes and withholding and budget analysis.
- 2.3. Produce monthly, quarterly and year-end financial report for TIMOR GAP's Management Team.
- 2.4. Act as an instrumental player in creating annual budget, mid-year budget update and year-end projections.
- 2.5. Ensure the integrity of accounting information by researching account issues for compliance and by establishing quality control over financial transactions and financial reporting.

3. PRINCIPAL RESPONSIBILITIES

- 3.1. Prepare financial statements, produce budget according to schedules and variance analysis.
- 3.2. Achieve accounting operational objectives by contributing accounting information and recommendations to strategic plans and reviews, preparing and completing action plans, productivity, quality, and customer-service standards, resolving problems, determining system improvements and implementing change.
- 3.3. Ensure an accurate and timely month-end and year-end close process and prepare monthly account reconciliations.
- 3.4. Provide support before and during annual audit to ensure compliance. Coordinate the provision of information to external auditors for the annual audit.
- 3.5. Develop and document business processes and accounting policies and procedures to maintain and strengthen internal controls.
- 3.6. Oversee Accounts Payable to include invoice review, coding, approval and ensuring timely payment include management of corporate credit card and all related tax reporting.
- 3.7. Maintain accounting controls by establishing chart of accounts, defining accounting policies and procedures.

- 3.8. Oversee capital budget. Track spending, analyze and report on differences between expected spending and actual.
- 3.9. Guide other Units by researching and interpreting accounting policy, applying observations and recommendations to operational issues.
- 3.10. Produce error-free accounting reports and distribute monthly/quarterly/annual reports. Create ad hoc reports as needed by Management Team;
- 3.11. Analyse financial information and summarize financial status. Provide technical support and advice to the Management Team;
- 3.12. Secure financial information by completing database backups.
- 3.13. Protects organization's value by keeping information confidential.
- 3.14. Carry out more specific task as determined by the Director of Corporate Service or Senior Management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1. Essential

- 4.1.1. A university degree from a recognized university in the discipline area of Accounting, Finance, Economic and Business.
- 4.1.2. CPA, ACCA or CA certification preferred.
- 4.1.3. Experience with ACCPAC, SAP or other computerised accounting and finance system.
- 4.1.4. Knowledge of fixed asset accounting, depreciation/amortization calculations.
- 4.1.5. Thorough knowledge of general accounting procedures and principles.
- 4.1.6. High level of taxation knowledge beyond basic compliance and apply this to day-to-day work.
- 4.1.7. At least seven years or more of experience in finance accounting or related field;
- 4.1.8. Have well developed forward planning, analytical and strategic thinking skills;
- 4.1.9. Ability to coordinate multiple tasks and deal with multiple demands in an efficient manner;

- 4.1.10. Ability to communicate fluently and effectively in English and Tetum, verbal and written;
- 4.1.11. Ability to work in a team and multicultural environment;
- 4.1.12. Good understanding of sensitivities in a multi-cultural working environment;
- 4.1.13. A high degree of self-motivation and ability to motivate others, prioritise work and set targets.

4.2. Desirable

- 4.2.1. Fluently in Portuguese and Indonesian languages a plus;
- 4.2.2. Understand and knowledgeable of Timor-Leste's petroleum and development sectors.