



JOB Description – Junior Accountant and Finance

Title: Junior Accountant and Finance
Reports to: Accounting and Finance Manager
Location: Dili, Timor-Leste

Only for Timorese National

Timor Resources is a privately-owned oil and gas company incorporated in Timor-Leste with an office in Dili. Timor Resources is the operator of two Production Sharing Contracts PSC-Ot-TI-17-08 and PSC-TL-OT-17-09

Junior Accountant and Finance

The Junior Accountant and Finance is responsible for maintaining the day-to day cash operation/banking process and data entry into xero and QuickBooks system to record all transactions originated by Country. This role requires you to follow up all cash advances and payment, ensuring the systematic document filing system and accounting treatment is undertaken on all transactions. All shall comply within Timor Resources to ensure all expenditure under relevant Contract Areas are well managed and in compliance with relevant applicable laws in Timor Leste.

Key Accountabilities

Principle Responsibilities:

- Data Entry into Xero software
- Examining bank statements and reconciling them with general ledger entries
- Examining expenses submitted by employees
- Ensure all transactions are well recorded under block ledgers and TR Holding if necessary
- Prepare documentation for all payment transactions
- Receive invoices from vendors and manage and ensure timely payment by the project.
- Issue invoices to clients pr vendors when required
- Maintain the Project's accounting files system, ensuring all vouchers and receipts are in order, completed properly and have bank slips/copy of checks attached.
- Maintain the tax files for the project on a monthly basis and work with Finance and Accounting manager to file annual taxes.
- Prepare monthly Bank Reconciliation
- Provide petty cash support and supervision to petty cash custodian (admin)
- Review petty cash ledger and replenishments as needed
- Assist Finance and Accounting manager to prepare payroll for all local staff based in Dili and field staffs as needed.
- Perform other general accounting and finance duties as needed and other duties as may be assigned by Finance and Accounting Manager.
- Support the operational teams in financial & accounting reviews for both current and future operation.

Administration

- Responsible for general administration duties. This includes Assets register

- Manage inventory in Dili office. This includes the accountability for, and maintenance of, adequate stationery supplies at levels authorized by Accounting and Finance Manager.
- Assist technical staff with the preparation, distribution and/or delivery of invitation lists and official project invitations.
- Provide management supervision to Administration and front desk

Teamwork

- Information sharing - support the team by providing input where required in relation to both technical, commercial and stakeholder engagement issues

Experience / Knowledge:

Essential

- Accounting or Finance Qualification from reputable University,
- At least 2 years' experience in an accounting or bookkeeping role
- Experience with accounting software; Xero or Quick-Book,
- Proficient in English both speaking and writing is a must

Desirable

- Dynamic personality
- Willing to work autonomously and in a team
- Attention to detail a must
- Willing to work some weekends

Please send your resume to jobs@timorresources.com.au

Applications close January 15, 2021.