

VSA Assignment Description

Assignment Title	Finance Trainer
Country	Timor-Leste
Location of Partner Organisation	ICFP Kota-Lama, Baucau
Partner Organisation	Instituto Católica Para a Formação de Professores
Duration	One year with the possibility of extension
Sustainable Development Goals	



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1. Partner organisation overview

In 1999 the Marist Brothers decided to undertake a new missionary/outreach project. The circumstances of East Timor were in the news at the time and they decided to send two Brothers to see if and how we could help the country. Education is the field of activity. A summary of the history/origins of institute are in Annex 1 and it gives a good idea of how the organisation grew from that beginning.

The overall goal of the project is to sustainably raise the quality of education provided in the schools of Timor-Leste through appropriate training of teachers and the introduction of new curriculum and teaching methods.

ICFP provides pre-service teacher formation to post-secondary Timorese. Our students are drawn from all districts of the country. ICFP focuses on a student-centred learning approach to teaching in which students are always treated with utmost respect. On the job formation of staff ensures a clear understanding the style of teacher formation that is required for students to successfully adopt a student-centred learning approach. Part of the training involves supporting tutors through a distance education Masters of Education degree through Australian Catholic University. Other online programs are increasingly supported as internet become available.

2. Assignment overview

Our challenge is to develop the skills of Timorese staff to manage Finance processes required by Major donors including Misereor and DFAT.

Financial accountability is key to the success/continuance of ICFP. So the training from the volunteer in Finance Management is essential to enable Timorese management.

3. Goal/outcomes/outputs

Goal

The Finance staff including the Trainee Finance Manager and Finance secretary can attend to all the financial reporting required by Donors. They will be familiar with QBOL, labour laws and tax laws of Timor Leste. They will have the skills to monitor and manage the budget appropriately for each donor.

Outcome 1

Timorese Trainee Finance Manager and Finance Secretary will know how to manage budgeting. Two Timorese finance staff will be familiar with the groundwork required for a Finance Manager to easily use the QBOL data for reports.

Finance Manager and Finance Secretary are trained in performing budget planning and processing, including:

- Assessing the level of understanding of how a budget is completed and identify gaps of knowledge.
- Ensuring understanding of income and expenditure elements of a budget.
- Implementing a monthly budget monitoring process

Outcome 2

Trainee Finance manager and Finance secretary will be able to create financial and narrative reports for Misereor and DFAT as required.

- Assess staff financial management training need
- Plan in-house workshops to deliver some of the identified training sessions
- Ensure staff understand how to prepare profit and loss reports for donors
- Ensure staff understand how to create a narrative report for donors

Outcome 3

Trainee Finance Manager and Finance secretary will understand the various contract documents with major Donors (Misereor and DFAT) and be able to monitor and direct/advise finance activity ensuring compliance with these major contracts.

- Assess staff financial accountability understanding
- Train staff to understand where funding for certain initiatives has come from, and what has been promised in the donor contract
- Train staff to identify where required information is available to be able to comply with contracts, understand where gaps exist and set up processes to ensure donor compliance can be met

4. Reporting and working relationships and capacity building

Timorese staff will be able to manage the finance obligation of ICFP without the constant oversight of Foreign Managers/trainers. ICFP will be able to effectively transition the organisation to Local staff management of finance.

The volunteer will report directly to the Deputy Director Quality Assurance and will be accountable to the Director. On a day-to-day basis, the volunteer will work closely with the Deputy Director Quality Assurance.

The volunteer and ICFP will have an ongoing relationship with the VSA Programme Manager in terms of assignment monitoring, reporting, professional advice, and personal support.

As needs on the ground may change over time, the volunteer is encouraged to review and update the Assignment Description on arrival in consultation with the partner organisation and VSA Programme Manager. By their very nature, development situations can involve significant change, so it is advisable that the volunteer periodically review and reflect on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

5. Selection criteria/position requirements

Person specifications (professional)

Essential

- Qualification in Accounting or Finance
- A teacher of accounting skills and teacher of finance management skills
- Proven experience teaching/tutoring finance in an adult education or commercial environment
- Experience managing finance staff and assessing performance and learning requirements
- Proven understanding of globally accepted accounting practice standard

Desirable

- A working knowledge of either Indonesian and/or Tetun would make the teaching task easier as staff already know these languages
- Experience creating fundraising or finance reports capturing both technical information and narrative.

Personal specification (personal)

Essential

- Patient
- Professional and approachable
- Balance of giving clear directions and flexibility when necessary to appropriately encourage co-workers and students.
- Awareness and sensitivity to cross-cultural settings.
- Able to work in remote areas and travel on challenging roads.
- Driving skills

6. VSA Essential Attributes

- Commitment to volunteering, to VSA and to the partner organisation
- Cross cultural awareness
- Adaptability and a willingness to approach change or newness positively
- Able to form good relationships, both personally and professionally, with work colleagues and in the community
- Resilience and an ability to manage setbacks
- Initiative and resourcefulness
- An ability to facilitate learning through skills exchange

7. Country Context

For more information about Timor-Leste see the VSA website page [here](#).

Additional information

Residency status

VSA volunteers must be New Zealand citizens or have New Zealand permanent residency status, and currently living in NZ.

Pre-departure briefing

As part of the volunteer's contract, successful candidates will be required to take part in a pre-departure briefing course run by VSA in Wellington and complete all required pre-reading.

Final appointment

Final appointment will be subject to satisfactory medical and immigration clearances (costs covered by VSA), partner organisation acceptance, and successful completion of the pre-departure briefing course.

Family status

VSA supports partners to accompany volunteers on assignments of six months or longer. However, volunteers with accompanying dependents will not be considered for this assignment.

Fundraising

Volunteers are encouraged to fundraise at least \$1000 with the support of VSA's fundraising team. Accompanying partners are encouraged to raise the same amount. All funds raised will help VSA keep its programmes in action and support future volunteers.

Vaccination requirements

Potential volunteers are advised that VSA's insurers require volunteers to be inoculated, prior to departure, in accordance with the instructions of VSA's medical adviser. VSA covers the cost of any required vaccinations.

Children's Act

While on assignment, VSA volunteers may be required to work with children and/or may choose to participate in informal activities in their own time that involve interactions with children (such as coaching teams or teaching English). VSA is committed to the protection of vulnerable children and adults, which also includes meeting our commitment under the Children's Act 2014.

The information requested during the application process is necessary to assist VSA to determine applicant suitability to work and/or interact regularly with children and is part of a series of pre-selection checks undertaken on all applicants for VSA assignments.

Volunteer package

The volunteer's package includes the following:

Reimbursements and grants

1. Volunteers will receive an establishment grant of NZ\$750 to help them set up in their country of assignment. For volunteers with an accompanying partner (whether or not that partner is also a VSA volunteer), VSA will pay an establishment grant of NZ\$1,100 per couple.
2. For two-year assignments, the volunteer will receive a rest and respite grant of NZ\$1000 on completion of the first year.
3. A resettlement grant of NZ\$200 will be paid for each month the volunteer is on assignment. This is payable on completion of the assignment.
4. The volunteer will receive a monthly living allowance of USD\$960.

Accommodation

Basic, comfortable furnished accommodation will be sourced by VSA. In some circumstances volunteers may be asked to share accommodation.

Airfares and baggage allowance

VSA will provide the volunteer with economy airfares to and from New Zealand for their assignment plus a baggage allowance.

Insurance

VSA will provide travel insurance to cover baggage and personal property, and non-routine medical expenses for the duration of the assignment. Further details of the insurance cover will be provided during the volunteer pre-departure briefing.

Utilities

VSA will reimburse volunteers reasonable expenses for household utilities while on assignment.

Final terms and conditions relating to the specific volunteer assignment will be confirmed in a personalised volunteer contract.