

# VSA Assignment Description

<b>Assignment Title</b>	Accountant
<b>Assignment Modality</b>	Standard, in-country
<b>Assignment Number</b>	42079
<b>Country</b>	Timor-Leste
<b>Location</b>	Dili
<b>Partner Organisation</b>	Cruz Vermelha Timo-Leste (CVTL)/ RedCross Timor-Leste
<b>Duration</b>	12 months (with the possibility of extension by mutual agreement)

## Sustainable Development Goals



## Business Development Partner

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### 1. Partner Organisation Overview

Prior to the country's independence, the Portuguese Red Cross, followed by Indonesia Red Cross and the International Committee of the Red Cross (ICRC) were operating in Timor-Leste. In the year 2000, the Red Cross Timor-Leste, known as Cruz Vermelha de Timor-Leste (CVTL) was established. On the 14th of September 2005, CVTL was legally recognised as an auxiliary to the Government of Timor-Leste through a Decree Law 6/2005. CVTL is the 183rd member of the International Red Cross and Red Crescent Movement.

As a humanitarian organisation, the vision statement of CVTL is to improve the quality of life of vulnerable people and communities across Timor-Leste.

The mission of CVTL is to abide by universal humanitarian values and the spirit of volunteerism to thus alleviate suffering among socially excluded and economically marginalised people in Timor-Leste; primarily through promoting their health and socio-economic development and enhancing their capacity to prepare for and respond to disasters.

CVTL aims to achieve such vision and mission statements through acting in accordance with the Seven Fundamental Principles of the Red Cross and Red Crescent Movement: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality.

### 2. Assignment Overview

As a humanitarian organization, CVTL relies heavily on funding from various partners and movement partners to carry out our mission of providing essential services to vulnerable communities in Timor-Leste. Maintaining the trust of our donors is critical, and a key component of this trust is our ability to produce accurate and timely financial reports. Currently, we are facing some challenges in fact we don't have qualified accounting and current head accounting need capacity to identified fraud and optimize outcome. These gaps have highlighted the need for additional support to ensure that our financial reporting remains strong and continues to meet the expectations of our donors. In light of this, we are seeking support from Volunteer Service Abroad (VSA) to provide expertise and assistance to our finance team. This support will be instrumental in helping us bridge the current gaps and ensure that CVTL can continue to deliver its humanitarian work effectively across the country.

## 1. Support for Financial Analysis and Decision Makers

- Challenge: The finance team at CVTL requires assistance in analyzing the organization's financial budget. Effective financial analysis is crucial for supporting leadership in making informed decisions.
- Need: An accounting volunteer can help develop and implement robust financial analysis methods to ensure that leaders have accurate, actionable insights for strategic decisions.

## 2. Financial Sustainability:

- Challenge: Maintaining financial sustainability is a key concern. CVTL needs to manage its resources effectively to ensure long-term viability.
- Need: The volunteer would assist in creating strategies for financial sustainability, including budget management, cost control, and financial planning.

## 3. Review and Improvement of Accounting Systems:

- Challenge: CVTL's current accounting system may not fully support project implementation or budget execution efficiently.
- Need: An expert volunteer can review and improve the existing accounting system to ensure it supports smooth project execution and budget management across all projects.

## 4. Professional Reporting to Donors:

- Challenge: Accurate and professional reporting is essential for maintaining donor trust and securing continued support for humanitarian work.
- Need: The volunteer can help develop standardized reporting procedures and ensure that financial reports are accurate, transparent, and meet donor requirements.

## 5. Expansion of Financial Systems to Branches:

- Challenge: Expanding and standardizing the financial system across all 13 municipalities or branches is a complex task that requires careful planning and implementation.
- Need: The volunteer would provide support in establishing a consistent financial management framework across all branches to ensure effective budget execution and financial oversight.

A volunteer Accountant from VSA would play a critical role in enhancing CVTL's financial management capabilities, improving system efficiency, and to give advice and give suggestions to help decisionmakers ensuring donor trust, and thereby mentoring towards overall financial sustainability

## 3. Goal/Outcomes/Outputs

### Goal

CVTL will have a proper financial system that is sustainable.

### Outcome 1

Improved Financial Analysis and Decision Making

Working alongside the team:

- Review current financial analysis tools and techniques to identify gaps.
- Implement effective financial analysis tools and techniques and train the finance team to use them.
- Mentor the finance person to understand what financial insights are needed to support strategic decision-making by CVTL leadership.

### Outcome 2

Enhanced Financial Sustainability

Working alongside the team:

- Help identify and implement cost-saving measures and optimize resource allocation

- Develop strategies and plans to ensure the long-term financial health of CVTL.
- Mentor the finance team to develop capacity and capabilities

### **Outcome 3**

#### Streamlined Accounting Systems

Working alongside the finance team:

- Assess and improve the existing accounting systems to support efficient project implementation and budget execution.
- Ensure that the accounting systems are userfriendly and meet the needs of all CVTL branches.
- Develop training manuals to support the finance team to use the accounting systems efficiently

### **Outcome 4**

#### Professional and Accurate Donor Reporting:

Working alongside the finance team:

- Establish standardized procedures for financial reporting to donors and CVTL board.
- Ensure timely, accurate, and transparent financial reports that build and maintain donor trust.

## **4. Reporting, Working Relationships and Capacity Building**

### **Training:**

- Conduct training workshops and seminars for CVTL finance staff on various accounting and financial management topics.
- Focus on areas such as financial analysis, budgeting, financial reporting, and compliance with donor requirements and government regulations for charities (NGO's).

### **On-the-Job Training:**

- Provide hands-on training and mentorship to finance staff while they perform their daily tasks.
- Offer guidance and support in real-time to address specific challenges and improve practical skills.

### **Mentorship and Coaching:**

- Provide one-on-one mentorship and coaching to finance team members, especially those in key roles such as the finance coordinator.
- Focus on building their confidence and competence in handling complex financial tasks.

### **Capacity Assessment and Development Plans:**

- Conduct a capacity assessment to identify the strengths and weaknesses of the finance team.
- Develop individualized capacity development plans to address specific areas for improvement.

### **Encouraging Professional Development:**

- Promote and support opportunities for finance staff to pursue professional development courses, certifications, and workshops.
- Help finance team members stay updated with the latest developments and trends in accounting and financial management.

### **Implementing Feedback Mechanisms:**

- Establish feedback mechanisms to gather input from finance staff on the training and support provided.
- Use this feedback to continuously improve the capacity-building activities and tailor them to the needs of the team.

### Creating a Learning Environment:

- Foster a culture of continuous learning and improvement within the finance team.
- Encourage staff to take initiative in seeking out learning opportunities and to share their knowledge with colleagues.

By employing these strategies, the VSA accounting volunteer can effectively build the capacity of CVTL's finance team, equipping them with the skills and knowledge needed to manage the organization's finances efficiently and sustainably.

The volunteer will report directly to the External Relations Coordinator and will be accountable to the Secretary General. On a day-to-day basis, the volunteer will predominately work with the Finance coordinator and finance assistant.

The volunteer and CVTL 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 reviews and reflects on the Assignment Description throughout the Assignment to ensure the best development outcomes are being achieved.

## 5. Selection Criteria/Position Requirements

### Professional Specifications

#### Essential

- An accountant that has strong analytical skill
- Experience in Financial Analysis and Budgeting
- Experience in financial reporting
- Experience in Auditing compliance,
- Experience in strategic financial management.

#### Desirable

- Ability to operate Microsoft office 365 and ABSS finance system
- Experience in Mentoring and deliver training

### Personal Specifications

#### Essential

- Good interpersonal skills
- Patience and a growth mindset (for encouraging development of skills)
- Resilience
- Self-motivated, able to prioritise tasks and work independently

#### Desirable

- A sense of humour
- Willingness to learn Tetun
- Baking skills (everyone loves a cake, right?)

## 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 <https://www.vsa.org.nz>

## 8. Living and Working Situation

The CVTL central office is located in the Nain Feto sub-district in Central Dili. The finance team office is in the main building. The office is close to local transport (mikrolet) routes, and has a parking area for private scooters and cars. In the surrounding streets, there are residential areas, restaurants, cafes, shops and the UNTL (national university) campus.

The office is air-conditioned and CVTL has wifi internet in this building. The volunteer would have a dedicated desk. The finance team is led by finance coordinator 5 staff and one volunteer. Currently, there are also three other international volunteers 2 in country and one e-volunteer.

CVTL is experienced in working with local and international volunteers. As with other CVTL staff, the finance team (counterpart) work in the main office Monday-Friday, 9am - 5pm, except when providing external training or supporting CVTL Branch offices. Some afterhours work may be required. Internet access in Timor-Leste is not stable as in New Zealand. While CVTL maintains an internal wifi system, internet use is managed within a limited budget.

This point of time finance has budget for upgrade finance system in the annual plan 2024.

CVTL officers and volunteers are responsible for adhering to the CVTL Code of Conduct, and workplace policies against discrimination. The CVTL building has appropriate workplace health and safety systems (including fire equipment) in place.

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### 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

VSA funding stakeholders are both the Ministry of Foreign Affairs and Trade (MFAT) and donors. We ask volunteers and accompanying partners to fundraise to help cover the cost of sending volunteers throughout the Pacific and beyond. Fundraising can be as simple as doing something you enjoy with a group or friends, and our Fundraising team is available to help you every step of the way.

## **Vaccination requirements**

Potential volunteers are advised that VSA's insurers require volunteers to be vaccinated, 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. The volunteer may be entitled to an establishment grant to help them set up in their country of assignment, and a rest and respite grant after a specified period of active service in-country to encourage the volunteer to take a break away from the immediate assignment location. These grants depend on the length and location of the assignment. The volunteer's contract will specify any grant entitlements.
2. 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.*

