



**Terms of Reference**  
**Finance & Administration Officer**  
**Based in Timor Leste**

**About Coral Triangle Center (CTC)**

Coral Triangle Center (“CTC”) is a foundation based in Indonesia with a regional scope and global impact. Established in 2010, CTC works closely with local communities, the private sector, governments, and partners to strengthen marine resource management in the Coral Triangle to protect coral reef ecosystems, ensure sustainable livelihoods, and enhance food security.

We support on-the-ground conservation in Bali, Maluku, and Timor-Leste. We lead learning networks of women leaders, local government executives, and marine protected area practitioners in Indonesia, Malaysia, the Philippines, Papua New Guinea, the Solomon Islands, and Timor-Leste. We are developing our Center for Marine Conservation in Bali as an integrated learning space for training programs, outreach activities, interactive exhibits, and artistic and cultural performances to influence millions of people to care for our oceans and those who depend on them.

We, at CTC continue to work towards our aim to inspire people to care for the oceans. Since our establishment in 2010 until 2024, we have protected 435,000 hectares of critical marine habitat. We have trained more than 7,600 people to support marine protected areas and sustainable fisheries management throughout the Coral Triangle region. More than 20,000 people have visited our Center for Marine Conservation, many of whom have been inspired to take direct action to protect our oceans. In the last three years, we have reached an average of 200,000 people annually to care for our seas via our social media channels. In 2022, we started our monthly children’s education program and engaged more than 500 schoolchildren in Indonesia to become future stewards of our planet.

**Our Program in Timor Leste**

CTC, in collaboration with the Government of Timor-Leste through the Ministry of Agriculture and Fisheries, is helping to strengthen local capacity to manage the country’s marine resources, as well as to support the establishment of MPAs. CTC identified a need to build understanding and awareness amongst government and community representatives and MPA practitioners on topics related to marine biodiversity and integrated ecosystem-based management, the economic benefits of MPAs, and community facilitation. CTC’s training sessions are providing participants in Timor-Leste with a thorough background and up-to-date insights into the design, planning and management of MPAs, building local capacity so MPAs across Timor-Leste can be effectively managed. The establishment of a unified MPA will scale up the community-based marine reserves, earlier set up in the island at the district and national level, in order to promote effective MPA management and protect conservation targets that will also benefit the local communities. To support the management effectiveness of the MPAs, encourage local ownership and sustainable coastal and marine management, CTC supports the traditional marine resource initiatives namely *Tara Bantu*. *Tara Bandu* refers to a set of customary laws that have been a traditional means of resource tenure in Timor Leste, that is foreseen as an effective bridge for institutional planning and implementation of MPA management. This position will support CTC operations in Timor-Leste in strengthening operational, financial, and grant management functions, ensuring effective and accountable management of grant-funded activities. The position is contingent upon the availability of grant funding commitment from the European Union (EU).

## **Essential Function**

The Finance & Administration Officer is responsible for managing all financial, accounting, and administrative functions for projects funded under multiple grants. The position ensures that CTC's financial policies and procedures are consistently and properly implemented, and that all financial transactions are accurately processed, recorded, and reported in a timely manner. S/he is responsible for maintaining the accuracy, completeness, and integrity of financial records, ensuring full compliance with CTC internal procedures, donor requirements, and applicable local laws and regulations including but not limited to local taxation and banking procedure. This includes supporting effective financial control, accountability, and audit readiness across all assigned projects.

The position reports to the Grant Specialist and works in close coordination with CTC's Timor-Leste Project Leader, as well as with the Finance and Accounting Team, to support smooth project implementation, prudent financial management, and effective donor compliance.

## **Duties & Responsibilities**

### **Finance Management and Accounting**

- Perform day-to-day accounting and financial transactions, ensuring accuracy and completeness for reporting purposes.
- Prepare, record, and maintain disbursement vouchers, ensuring all expenditures are properly authorized and supported by adequate documentation.
- Prepare bank and wire transfer vouchers for project payments and route them for approval.
- Manage petty cash and project-related transactions in a timely manner, in coordination with the Project Team and the Finance, Accounting & Grants Team in the Bali Office.
- Maintain systematic filing of financial and accounting records and regularly review completeness and accountability.
- Support the Senior Accountant in account reconciliations and preparation of periodic financial reports.
- Maintain regular coordination with the CTC Bali Office on finance and accounting matters, including responding to inquiries related to monthly expense reports.
- Monitor outstanding expense reports and support timely settlement by project teams.
- Conduct bank reconciliations and liaise with domestic banks in Dili.
- Provide updates to the Bali Office on relevant tax and other regulatory development that may have implication for CTC operations.
- Provide financial and administrative support for project events, including trainings, meetings, workshops, and seminars.
- Perform other duties as assigned by CTC management or designated team.

### **Grants Management**

- Conduct financial monitoring of grant activities, including collection and verification of supporting documents, voucher review, and assessment of budget compliance and cost reasonableness.
- Ensure all financial transactions comply with donor regulations and approved project budgets and proposals.
- Contribute to donor financial reporting, audits, and preparation for donor visits.
- Prepare and submit weekly and monthly reports including financial forecast to Finance, Accounting & Grants Team in Bali Office, summarizing completed and upcoming activities.

- Lead procurement processes including service contracts to support project implementation in compliance with donor regulations.
- Maintain proper asset management and inventory records, including handover documentation of project assets, in line with donor and organizational requirements.

### **Knowledge & Skills**

- Minimum Bachelor's degree in finance, accounting, business administration; with at least 3 years of solid work experience.
- Knowledge of Timor-Leste taxation and relevant local regulations is required.
- Strong knowledge of GAAP and understanding of fund accounting principles, practices and regulations.
- Proficiency in Microsoft Office and familiar with Accounting System.
- Solid knowledge and experience using and maintaining automated systems.
- Strong organizational skills and accuracy, attention to detail and ability to multi-task.
- High standard of integrity, accuracy, particularly in cash handling.

### **Complexity & Problem Solving**

- Ability to interpret financial guidelines and analyse factual information.
- Capable of handling non-routine tasks requiring analysis, research, and follow-through.
- Ability to manage multiple assignments with varying levels of definition under time constraints.
- Willingness to travel within Timor-Leste and Indonesia as required.

### **Communications & Interpersonal Contacts**

- Strong verbal and written communication skills.
- Ability to communicate clearly and promptly to resolve issues and respond to inquiries.
- Demonstrates professionalism, discretion, and a positive, approachable attitude.
- Ability to work effectively with diverse stakeholders, including colleagues, donors, partners, and the public, in a collaborative manner.

### **Working Condition**

- Based in Dili, Timor Leste.
- Work from Office (WFO) Monday to Friday, 9:00 AM - 5:00 PM (Timor-Leste time).
- Flexible working hours (weekend or after office hours) are required depending on operational needs and project requirements.
- Travel within Timor-Leste and Indonesia may be required to support the organization and project activities.

### **Language proficiency**

- Fluency in English and Bahasa Indonesia.

### To Apply

- This vacancy is open until the position is filled. However, we are expecting the interested applicants to submit their application on **20 March 2026**.
- This position is open for Timorese citizens or applicants legally eligible to work in Timor Leste.
- CTC does not provide working permit or business visa.
- Relocation supports to the duty station is limited to domestic travel within Timor Leste for selected applicant residing outside Dili.
- Interested candidates shall submit their application to: [hrecruitment@coraltrianglecenter.org](mailto:hrecruitment@coraltrianglecenter.org) with email subject **“Finance & Administration Officer – Timor Leste – [ your name]”**
- The application letter should be in doc / docx / pdf, with file name:
  - **[your name] – Cover Letter – Finance and Administration Officer Timor Leste**
  - **[your name] – CV**
- Please do not submit unsolicited documents due to our mailbox space limitations.
- The scope of work may be adjusted during the period of engagement as needed based on organization priorities.
- Only short-listed candidates will be notified for interviews

***Coral Triangle Center is an Equal Opportunity Employer***