

	PROGRAM DESCRIPTION	PD CODE: ANP/05/05/006/10F
		Approved by : G. Da Silva
		Checked by D. Lay D. Martins
	GIP	Revised: J. Pinto
		Issue date : 8 th March 2019
Revision : 1		
Program Title : Corporate Finance Intern Directorate : Corporate Services (CS) Line reports to : Suzi Gusmao, Joao Pinto, Jacinta Ximenes, Domingos Pacheco, Maria Jose Ribeiro		

1. ROLE SUMMARY

Autoridade Nacional do Petróleo e Minerais (ANPM) is Timor-Leste public institution, created under Decree Law No. 1/2016 of 9th February, 1st amendment of Decree-Law No. 20/2008 of 19th June, on the Autoridade Nacional do Petróleo, responsible of managing and regulating petroleum and mining activities in Timor-Leste area, both offshore and onshore.

The ANPM is to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation and distribution of petroleum, natural gas resources and mineral. It is also tasked to develop a strong petroleum and mineral management institution in Timor-Leste.

As a public institution ANP runs several programs to provide assistance for Timorese - National in the area of work practices through one of the programs namely Graduate Internship Program (GIP), which is to assist Timorese graduates to introduce to them to real work practice and work life to be a professional employees in the future and to assist their career advance once they seek for the job and work for certain organization in the future.

2. KEY OBJECTIVE

- 2.1 Provide learning experience and space to Intern in the area of finance and accounting
- 2.2 To be able to produce simply financial reports and understanding how the system could be used to support finance work

3. PRINCIPAL ACCOUNTABILITY

- 3.1 Learn with Finance Officers in receiving and checking suppliers' invoices and ensure they are arithmetically correct;
- 3.2 Learn with Finance Officers to ensure all invoices are approved for payment by the appropriate authorised signatory;
- 3.3 Learn on how to prepare daily payment and submit for approval and then deliver payment to local vendor with assistance of the Finance Officers.
- 3.4 Learn how to create weekly/monthly Electronic Fund Transfer (EFT) and cheque payment runs for signature;
- 3.5 Learn how to conduct daily deposit and withdrawal to bank;
- 3.6 Learn with Finance Officers how to prepare journal deposit; cash advance clearance and record in the system;
- 3.7 Learn with Finance Officers on how to reconcile the Petty Cash;
- 3.8 Learn with Finance Officers how to get bank statement for monthly bank reconciliation;
- 3.9 Learn with Finance Officer on how to prepare and remit monthly withholding tax to Bank and Tax office;
- 3.10 Learn with Finance Officer to record invoice entry to the system
- 3.11 Learn with Finance Support Officer on how to create Purchases Order;
- 3.12 Learn with Finance Support Officer to follow up travel advance and report.
- 3.13 Learn with Travel Officer and Finance Support Officer to prepare payment details for travel related invoice;
- 3.14 Learn with Finance Officers on how to manage finance filling system
- 3.15 Co-operative with other corporate service staff to perform other administrative and compliance tasks
- 3.16 Sharing knowledge and skills gained from the program to the field study students under the department/directorate when required.
- 3.17 Submit a final report and deliver a presentation on all learning topics under the GIP.

4. QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES

- 4.1 Must be Timor – Leste National
- 4.2 Tertiary Qualification in Finance/Accounting, Economic.
- 4.3 Minimum 2.5 GPA on all coursework carried graduate credit;
- 4.4 Ability to communicate well in English and Basic Portuguese (written and verbal)
- 4.5 Ability to use of Microsoft Windows such as Microsoft Word, Microsoft Excel 2007 version and Microsoft PowerPoint.