

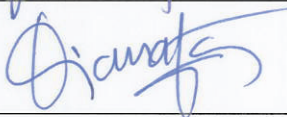
	PROGRAM DESCRIPTION	PD CODE: ANP/05/05/006/10F	
		Approved by : G. Da Silva 	
	Checked by D. Martins 		
	GIP	Originator: D. Lay 	
		Issue date : 31st March 2015	
		Revision : 0	
Position Title : Corporate Finance Intern Directorate : Corporate Services (CS) Position line reports to : Suzi Gusmao, Joao Pinto, Jacinta Ximenes, Domingos Pacheco			

1. ROLE SUMMARY

The National Petroleum Authority/ Autoridade Nacional do Petróleo (ANP) is a Timor Leste's body responsible of managing and regulating petroleum activities in the Timor Lestes' exclusive jurisdiction areas and in the JPDA in accordance with the Decree Law on the establishment of the ANP, the Timor-Leste Petroleum Activities Law, and the Timor Sea Treaty. The ANP is to establish and supervise compliance with the enacted rules and regulations covering the exploration, development, production, transportation and distribution of petroleum and natural gas resources. It is also tasked to develop a strong petroleum 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 produce simply financial reports and understanding how the system could be use to support finance work

3. PRINCIPAL ACCOUNTABILITY

- 3.1 Assist Finance Officer in Receive and check supplier invoices and ensure they are arithmetically correct;
- 3.2 Assist Finance Officer to ensure all invoices are approved for payment by the appropriate authorised signatory;
- 3.3 With assistance of the Finance Officer, prepare daily payment and submit for approval
- 3.4 Deliver payment to local vendor after approval
- 3.5 Create weekly/monthly EFT and cheque payment runs for signature
- 3.6 Conduct daily deposit and withdrawal to bank
- 3.7 Prepare journal deposit and record in the system
- 3.8 Assist Finance Officer in Reconcile the Petty Cash;
- 3.9 Assist Finance Officer in getting bank statement for monthly bank reconciliation
- 3.10 Prepare and remit monthly withholding tax to Bank and Tax office
- 3.11 With assistance of the Finance Officer, record invoice entry to the system
- 3.12 Assist Travel Assistant to create Purchases Order
- 3.13 Assist Travel Assistant in following up travel advance and report
- 3.14 Assist Travel Officer in preparing payment details for travel related invoice
- 3.15 Co-operative with other corporate service staff to perform other administrative and compliance tasks;
- 3.16 Ensure payment batches and other documents are filed in appropriate files

4. QUALIFICATIONS, SKILLS AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 Must be Timor – Leste National
- 4.1.2 Tertiary Qualification in Finance/Accounting
- 4.1.3 Minimum 2.5 GPA on all coursework carried graduate credit;
- 4.1.4 Ability to communicate well in English (written and verbal)
- 4.1.5 Ability to use of Microsoft Windows such as Microsoft Word, Microsoft Excel 2007 version and Microsoft PowerPoint.

4.2 Desirable

- 4.2.1 Ability to adapt office environment
- 4.2.2 Willing to learn new skills and knowledge