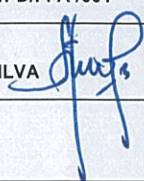
	MANAGERS	PD CODE: ANPM/PD/FFA /001
		APPROVED : GUALDINO DA SILVA 
	POSITION DESCRIPTION	CHECKED: E. DA COSTA
		ORIGINATOR: A. MARADONA
		ISSUE DATE : 1 JUL 19
		REVISION NO: 2

Position Title	: Manager- Finance and Fiscal Assurance
Location and Department	: Dili, Commercial Directorate
Reporting Relationships	: Refer to Organisation Chart of ANPM
Position line reports to	: Director – Commercial
Positions line reporting to it	: Refer to Organisation Chart of ANPM

1. ROLE SUMMARY

- 1.1 Finance and Fiscal Assurance (FFA) Department is a department structurally within the Commercial Directorate of the National Petroleum Authority/ Autoridade Nacional do Petróleo (ANPM). FFA Department is responsible for conducting regular review, assessments and monitoring of contractor's expenditure, Work program and Budget (WP&B), Company Authorization for Expenditure(AFE), Revenue calculation. It is also responsible for collecting fees from contract operator in JPDA and Timor Offshore. The ANPM also tasked to regulate mineral operations activities in the territory of Timor-Leste in accordance with the applicable legal frameworks

2. KEY OBJECTIVES

- 2.1 The Manager Finance & Fiscal Assurance (MFFA) will work closely with JPDA and Timor exclusive area operators to ensure their compliance with the Timor Sea Treaty and the relevant Applicable Law, thereby maximising revenues for the contracting states.
- 2.2 The MFFA will ensure the security of the ANPM's financial resources by establishing and maintaining appropriate control frameworks and procedures.
- 2.3 The MFFA will work closely with within the team to elevate and strengthen the function and role of this department.
- 2.4 The MFFA will ensure that auditing requirement is fulfil and is conducted independently and accountably.
- 2.5 Ensure that JPDA and Timor offshore area operators comply with the Timor Sea Treaty, Petroleum Mining Code, Applicable Law under the Petroleum Act and Production Sharing Contracts.
- 2.6 Supervise, mentor and train with hands on exposure to Finance and Fiscal Assurance staff to be able to perform competently in their roles and to take on increasing responsibility over time.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Establish and maintain appropriate checklist, review procedures and processes for JPDA and Timor- Leste Offshore area operators' PSC Returns expenditure, claims and uplift calculations.
- 3.2 Establish and maintain appropriate monthly, Quarterly and annual review on operator's budget and actual cost including Authorization for Expenditure, its checklist and procedures to ensure operators adherence with regulatory requirements.
- 3.3 Establish and maintain appropriate audit planning, procedure and program and lead the audit team to carry out audit to the JPDA and Timor-Leste Offshore operators' PSC Returns and Accounts.
- 3.4 Produce and sign PSC Returns audit reports and distribute to contract operators and ANPM management, including routine and special reports
- 3.5 Coordinate and participate with other directorate audit or inspection such as: local content or technical directorates or any other audit may require the involvement of commercial directorate;
- 3.6 Establish and maintain appropriate Insurance and Guarantees checklist and review procedures, and ensure that all insurance policy, insurance certificates and guarantees are consistent with the legal framework requirements.
- 3.7 Ensure all revenues calculations are in accordance with applicable fiscal and legal frameworks.
- 3.8 Establish and maintain good business relationships with all PSCs operators' account and finance controller, and auditors.
- 3.9 Establish and maintain good business relationships with ANPM stakeholders.
- 3.10 Supervise, mentor and train finance and fiscal assurance department staffs on a daily basis.
- 3.11 Provide support and assist with the development and implementation of auditing knowledge across other Directorate of ANPM Management System.
- 3.12 Any other related duties as directed by the supervisor and/or senior management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1 Essential

- 4.1.1 University degree in Accounting;
- 4.1.2 At least 5 year's experience in an Accounting position, preferably within an auditing environment;
- 4.1.3 At least 2 years in the management level;
- 4.1.4 Experience in:
 - a. Strong understanding in oil and gas accounting framework.
 - b. International Financial Reporting and Accounting standards.
 - c. Multicurrency transacting and reporting.
 - d. Computer based accounting systems.
 - e. Supervision and training of staff.
- 4.1.5 Ability to communicate at the highest level with industry professionals;
- 4.1.6 Ability to communicate fluently in English (writing, speaking, reading and verbal);
- 4.1.7 Experience in working with people from different cultures and a good understanding of cultural sensitivities;
- 4.1.8 A high degree of self motivation, ability to prioritise work, set targets and work unsupervised for extended periods;
- 4.1.9 Proficient in the use of the Microsoft Office and Lotus Notes.

4.2 Desirable

- 4.2.1 Hands on auditing experience.
- 4.2.2 Experience in the resource industry.
- 4.2.3 Ability to communicate in Professional manner.

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