

*Autoridade Bancária e de Pagamentos de Timor-Leste*  
*Banking and Payments Authority of Timor-Leste*

Avenida Bispo Medeiros, PO Box 59, Dili, Timor-Leste

**Position Title: General Clerk-Vault**

A. Job Description

The General Clerk-Vault report to the Currency Operation Manager

- ❖ Assist the Vault Custodian in daily operations of the Reserve Vault, which holds the bulk currency supplies for Timor-Leste.
- ❖ Ensuring that the contents of the reserve vault are maintained under maximum security at all times.
- ❖ Assistance with the maintenance of records of cash in the reserve vault.
- ❖ Disbursing cash to the banking vault.
- ❖ Developing an understanding of the procedures and practices of vault management, including the development of security policies, bulk cash handling procedures, accounting and reconciliations.
- ❖ Assisting in the organizing the forecasting and re-supply of bank notes and coin.
- ❖ Assisting in the preparation for the cash payments for the government payroll.
- ❖ Taking care of the bank and coin counting machinery associated with the reserve vault and reporting any deterioration in performance to the vault custodian.
- ❖ Assistance when required in the receiving and disbursing wholesale cash transactions with banks, including verification of the amounts of cash.
- ❖ Such other duties as may be required by the Vault Custodian or the Currency Operations Manager.

## B. Qualification Standard

- University / Diploma study in Accountancy, Finance Management, Economics, public Administration or a related field.
- Experience with the handling of large quantities or cash, with an understanding of the procedures relating to physical cash management and controls, and basis vault procedures.
- Working experience with computers and business machines.