S.O.T. SYSTEMS OF TIMOR

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Rua de Ai Meti Laran, Comoro, Dom Aleixo, Dili

JOB PROFILE

Accounting & bookkeeping clerk

Funsionáriu kontabilidade

Office, finance & administration · ISCO-08 4311

Accounting and bookkeeping clerks keep the money records of a business or office: what comes in, what goes out, and what is still owed. In a 2017 survey, employers put them first on the list of hard-to-fill jobs in Timor-Leste.

TRAIN IN TIMOR	**ESTV · Certificate II–III** Accounting school course and INDMO Financial Services
COURSE LENGTH	**To confirm** No published source yet
IN TIMOR	**Hard to fill** Enterprise survey 2017
ABROAD	**No official programme yet** Australia PEV: any job, with a job offer
PAY IN TIMOR	**US$245 / month** Average for all clerical workers (small sample) in Timor-Leste, not this job alone (Labour Force Survey 2021)

WHAT YOU DO

Record the money: Write down every sale, purchase and payment, in books or accounting software; Sort receipts and invoices; Put each amount in the right account.

Check the figures: Add up and check totals; Match the books with bank statements; Find and fix mistakes.

Prepare papers: Prepare invoices and follow up who still has to pay; Work out costs, for example of materials and stock; Prepare simple money reports for the manager.

Keep records safe: File documents so they are easy to find; Keep money information private; Help the accountant at the end of the month and year.

Based on the ILO description of ISCO-08 unit group 4311, Accounting and bookkeeping clerks.

WHERE YOU WORK

Companies & shops (Trading, construction, hotels and more); NGOs & international agencies (Accounting is one of the study fields most asked for in job ads); Government offices (Finance sections of ministries and agencies); Accounting firms (Keep the books for many clients).

You work at a desk with a computer, usually during normal office hours. The end of the month and the end of the year are the busiest times.

A news report on the 2022 enterprise survey says employers also named accounting among five skills that are very hard to find.

IS IT FOR ME?

You are good at: Numbers, Careful, exact work, Computers and spreadsheets, Keeping information private, Working on your own.

You like: Tidy, organised records, Solving puzzles, Office work, Learning the rules.

English and Portuguese help with forms, reports and software.

TRAIN FOR IT IN TIMOR-LESTE

- **Técnico de Contabilidade** · Technical secondary school course (ESTV)
- **Certificate II in Financial Services** · INDMO national certificate
- **Certificate III in Financial Services** · INDMO national certificate

Course length and fees: to confirm with INDMO and each school or centre. The directory never shows a number without a source.

WHERE IT LEADS

- **Cashier** · Entry job handling money; ESTV Técnico de Comércio (ISCO 5230)
- **Accounting & bookkeeping clerk** · ESTV Técnico de Contabilidade, Certificate II–III
- **Accountant** · Higher education, level to confirm: DIT Accounting, or UNTL Faculty of Economics and Management (ISCO 2411)

WORK ABROAD, SAFELY

- **Australia: Pacific Engagement Visa** · No official programme recruits Timorese workers for this job yet. Australia's Pacific Engagement Visa allows any occupation, but you need a job offer first.

Never pay a fixer. Join only through SEFOPE, the Timor-Leste government office for work abroad. No one can sell you a place, and a real overseas job never asks you for a recruitment fee.

SOURCES

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4. Diploma Ministerial 8/ME/2013: technical secondary courses (ESTV) https://mj.gov.tl/jornal/?q=node%2F3983
5. APTC, Timor-Leste Skills Strategy 2022, Annex I (INDMO qualification titles) https://24045200.fs1.hubspotusercontent-na1.net/hubfs/24045200/Files/Timor-Leste%20Skills%20Strategy%202023.pdf
6. Dili Institute of Technology programmes https://www.dit.edu.tl
7. UNTL faculties https://www.untl.edu.tl/estudo/faculdades/
8. Pacific Engagement Visa: any occupation, job offer needed (employer fact sheet 2025) https://pev.gov.au/sites/default/files/2025-02/PEV%20for%20Employers%20Fact%20Sheet_2025.pdf
9. Labour Force Survey 2021, Table 29: average monthly wage of employees by occupation group https://www.ilo.org/sites/default/files/wcmsp5/groups/public/%40asia/%40ro-bangkok/%40ilo-jakarta/documents/publication/wcms_863064.pdf

From the Servisu jobs directory. Every figure has a source; "to confirm" means none yet. http://servisu.oftimor.com/jobs-directory/accounting-bookkeeping-clerk/?lang=en