
**HEAD OF DEPARTMENT FINANCIAL MANAGEMENT INFORMATION
SYSTEM DEPARTMENT**

Name : José Alexandre de Carvalho

Photo



Date of Birth : 14 June 1975
Place of Birth : Cai-Leti-Ana, Timor-Leste
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Academic Qualifications

1. Graduate Diploma in Electro, 1994
2. Diploma in Business Administration, 2003
3. Certificate in Economics, 2006

Training and Conferences

- 06 -11 Feb 2006 : Attended Training on Anti Corruption jointly organized by Provedor dos Direitos Humanos e Justiça (PDHJ) and USAID in Dili
- 14 to 15 Dec 2005 : Attended Course on Leadership Management organized by Ministry of Planning and Finance Capacity Building Project (MPFCBP) Australia in Dili.
- 8th Mar to 1st Apr 2004 : Training on Government Financial Management, organized by Financial Management Academy (FIMA) office of the Comptroller & Auditor General, Bangladesh in Dhaka
- 30th Sep to 21st Dec 2002: English Language Training Upper Intermediate Level at Saint Giles College, London - United Kingdom and obtained Certificate in English of Upper Intermediate Level;

- Nov 2001 – Jul 2002: Portuguese Language Course in Dili, organized by Instituto de Camões working with Ministry of Planning and Finance of Government Timor-Leste.
- 8th to 20th Nov 2000: Training on Basic Accounting and Accounting Principles, organized by Asian Development Bank working with Central Fiscal Authority of East Timor Transitional Administration.
- 11th Sep to 6th Oct 2000: Computer Training MS Word 98 and Excel 97, organized by RMIT University – Australia.
- 28th Aug to 6th Oct 2000: English Language Training, organized by Civil Service Academy of East Timor Transitional Administration.
- 20 -23 October 2008: Attended International Conference on Government Financial Management in New Delhi, India
- 21 – 25 May 2007 : Attended 21st International Conference on Government Financial Management in Miami, Florida, USA
- 16-17 January 2007: Attended FreeBalance International Steering Committee (FISC) in London, United Kingdom
- 22 to 23 Nov 2005: Attended conference on Public Sector Finance & Management organized by CPA Australia in Brisbane Queensland, Australia as Delegation from Timor-Leste Government.

Work Experience

1. Period of Independence of Timor-Leste

As Chief of Financial Information Management System (FMIS) of Ministry of Finance in National Directorate Treasury from 2009 – Present

Major Duties and Responsibilities

- Prepare Audited Annual Financial Reports & Accounts of State
- Prepare quarterly Budget Execution Reports
- Prepare on demand base of FMIS Reports
- Assist in preparation of Audited Annual Financial Reports & Account of Petroleum Fund
- Maintain and actualize Chart of Account of Government
- Manage and administrate the FreeBalance FMIS data base of government

In addition to duties and responsibilities above, from 2010 up to present obtained the assignment from Minister of Finance as Project Manager of Integrated Financial Management Information System (IFMIS), with the main responsibilities below:

- Coordinate the implementation of IFMIS development through contract with system provider (FreeBalance)
- Prepare a comprehensive IFMIS strategy document for submission to the IFMIS Steering Committee
- Supervise and oversee the contractual obligations and deliverables of the Consultants;

- Guide, monitor and advise line agencies on the implementation of the IFMIS project plan
 - Discuss and make recommendations for approval to the IFMIS Steering Committee on matters is considers to be of major significance to the IFMIS project
- As Civil Servant of Ministry of Finance in National Directorate Treasury – **Senior Treasury Accountant Officer Responsible for Financial Management Information System (FMIS)** from 2004 - 2009

Major Duties and Responsibilities

- **Reports**

- Prepare Audited Annual Financial Reports & Accounts of State
- Prepare quarterly Budget Execution Reports
- Prepare on demand base of FMIS Reports
- Assist in preparation of Audited Annual Financial Reports & Account of Petroleum Fund .

- **System Development**

- Maintain and actualize Chart of Account of Government
- Create fresh data base and the configuration as per actual Chart of Account at the beginning of financial year
- Ensure the Annual appropriation amount updated in Free Balance Financial Accountability database
- Manage import and export of data from and to Free Balance database
- Design forms and other customize reports of FMIS
- Manage and administrate the Free Balance FMIS data base of government
- Focal Point of Government to liaise with Free Balance Software Company

- **Cash Management**

Prepare Regular Cash Flow to ensure adequate Treasury cash balance

- **As Treasury Accountant** in National Directorate of Treasury, Ministry of Planning & Finance from May 2002 to June 2004

Major Duties and Responsibilities

1. Coordinated, Developed and Provided Free Balance training to Agency Finance Officers across the government and TFET Project Finance Officers.
2. Maintained and managed “Free Balance & Financial Management Information System” of the government. Usually

maintained communication with Software Company and its Consultants to solve problem when faced.

3. At the beginning of each fiscal year reconfigured Chart of Accounts (COA) of the government of Timor-Leste and updated them in Free Balance. During this period also a lot of efforts put on entering approved State Budget Appropriations into Free Balance & Financial Information System and ensured its accuracy.
4. Prepared Quarterly and Audited Annual Accounts & Financial Report of the government of Timor-Leste and working closely with external auditors by providing all information and assistance relating to audit purposes during the interim and final audit.
5. Prepared other FMIS report requirements at any point of time to the Director of Treasury as well as Minister and Vice-Minister of Planning & Finance for management purposes.
6. Counter-Signed of TFET Projects (Trust Fund of East Timor Projects) disbursements, managed “Free Balance & Financial Management Information System” of the projects and prepared FMIS report requirements at any point of time to the Director of Treasury as well as Minister & Vice-Minister of Planning & Finance for management purposes and also working closely with World Bank Office in Dili.

2. Period of United Nation Transitional Administration in East Timor (UNTAET) and First and Second Transitional Government of East Timor

- **As Treasury Accountant** in Directorate of Treasury of Transitional Government (2000 – 2002)

Major Duties & Responsibilities

1. Checked and verified all expenditure and revenue items in conformity with approval budget of the government, then posted in Accounting Software (Free Balance & Financial Management Information System).
2. Reconciled of daily, weekly, monthly and annually expenditure and revenue figures with the Government Agencies, Banking & Payment Authority of Timor-Leste and other banks.
3. Verified and prepared Journal Vouchers for adjustments.
4. Provided/produced financial report by using FreeBalance & Financial Management System at any point of time when required by Director or any unit within Treasury Office.
5. Produced monthly report of budget execution of all government agencies and ministries.

3. Period of Indonesian Presence

Civil Servant in East Timor Fishery Office from 1995 to 1999 as:

Technical staff

Working in Administration & Finance Section of East Timor Fishery
Development Project in 1996
to 1997

Treasurer of Training Program for East Timor Fishermen during 3 months
(October 1998 to
December 1998)

Language abilities

- Fluent in Tetum and Bahasa Indonesia
- Good in English (speaking, writing, reading and listening)
- Has ability of understanding Portuguese in Accounting & Financial terms and other common words.
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Computer Skills and Knowledge of Software

- Ms Word (familiar)
- Microsoft Excel (familiar)
- Microsoft Access (familiar)
- Microsoft Power point (familiar)
- Microsoft Publisher (familiar)
- Basic Crystal Report Writing
- Accounting software (FreeBalance FMIS) – Familiar