
**HEAD OF DEPARTMENT OF INTER-GOVERNMENTAL PAYMENT AND
ACCOUNTING DEPARTMENT**

Name: Olavo Jorge Carvalho Guterres

Photo



1) Profile

- Date / Place of Birth: DILI, 10 OF JULY 1975
- Age: 35 YEARS OLD
- FPID No.: 000003364

2) Formal Education

- Primary School 1988 in Dili;
- Pre-Secondary School 1991 in Dili;
- Secondary School 1994 in Dili.
- Graduated in Economic Administration in 1999, Wisnuwardhana-Malang, Indonesia University.

3) Training /Courses

- 2002: English Course – Public Administration Academy
- 2002: General Induction Course, Public Administration Academy
- 2006: Dissemination of Public Function Law, Public Administration Academy
- 2009: Accounting Course, Bandung-Indonesia.

4) Work Experience

- Public Servant in Mei 2002 with the duty as Technical Administrative Assistant in
- Internal Auditory Department, Directorate of Treasury Ministry of Finances;
- Official responsible for Bank Reconciliation for National Directorate of
- Treasury, MOF
- 2006, Staff in the Budget Execution Department, DNT, MF.
- October 2009, nominated as Head of Inter Governmental Payment and
- Accounting Department, National Directorate of Treasury MOF until now.

Related activities to the main job:

- Responsible for the processing of advance payment from line ministries included all embassies;
- Attend Finances Officer from line Ministries which submit FCP;
- Advise or recommend the Finances officer from line ministries to execute the budget according to the rules;
- Verify and analyze proposal for all advance payment;
- Verify and analyze report related to the advance payment;
- Prepare and Posting Journal voucher into the system of FB;
- Approbation of the Journal voucher;
- Prepare Outstanding Advance Report regularly to the Director of Treasury and all line ministries;
- Responsible for Treasury Finances Officers services in the Districts;
- Mutual coordination between external and internal auditors.