

# Job Description

Rights Respected, People Protected

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Position:	Finance Coordinator
Reports to:	Senior Program Manager – Area South
Technical reporting to:	Finance Manager
Supervision of:	None
Duty station:	Kerman
Project number:	IRFP0000
Duration and type of contract:	Fixed Term – End of 2019 with possibility of extension

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## 1. Role and responsibilities

All NRC employees are expected to work in accordance with the organization’s core values: dedication, innovation, inclusivity and accountability. These attitudes and beliefs shall guide our actions and relationships.

### Generic responsibilities (maximum 10)

1. Implement NRC’s systems and procedures
2. Ensure adherence to NRC policies, handbooks, guidelines and donor requirements
3. Prepare and submit reports and analysis
4. Ensure proper filing of all supporting documents
5. Support line managers in procedures and require support team trainings
6. Ensure that the accounting, monitoring and reporting are according to procedures
7. Support project staff in financial matters
8. Maintain budget control and monitor cash flow for the area
9. Promote the rights of refugees in line with the advocacy strategy;

### Specific responsibilities

These responsibilities shall be adapted to the particularities of the job location and context, phase of operation, strategic focus and type of program intervention.

1. Support Senior Program Manager in donor budget preparations;
2. Lead the budget monitoring practice at area level and provide support and trainings to Budget Holders;
3. Lead the daily financial verification, payment preparations and accounting at area level;
4. Contribute to the development and implementation of internal control procedures at area level;

### Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

- Bank and Tax Office Department

### Scale and scope of position

- Staff: N/A
- Stakeholders: Finance Units of Implementing Partners Organizations
- Budgets: N/A

- Information: NRC Financial system (Agresso)
- Legal or Compliance: Code of Conduct, NRC Acceptable Use Policies, Terms of Employment

## 2. Competencies

Competencies are important in order for the employee and the organisation to deliver desired results. Details about NRC's competencies are to be found in the Competency Framework. Competencies are relevant for all staff and are divided into the following three categories:

### 1. Value driven competencies

Values are aspirational attitudes and beliefs that influence the way people conduct themselves. NRC's values are: Dedicated, Innovated, Inclusive and Accountable.

### 2. Behavioral competencies

These are personal qualities that influence how successful people are in their job. Of the 12 behavioral competencies, the following are **essential** for this position:

- Planning and delivering results
- Working with people
- Analyzing
- Managing resources to optimize results
- Managing performance and development
- Empowering and building trust

### 3. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

#### **Generic professional competencies for this position:**

- Minimum 3 years of experience in a Finance Department in a humanitarian/recovery context
- Documented results related to the position's responsibilities
- Knowledge about own leadership skills/profile
- Solid knowledge of computer software and modern accounting or budget monitoring systems

#### **Context/ Specific skills, knowledge and experience**

- Experienced team leader interested in budget and finance fields
- Proven knowledge and skills in coordinating, planning, analyzing and solution finding
- Experienced in development of procedures and writing skills for SOP and guideline preparations
- Familiarity with donor compliance regulations
- Excellent communication and interpersonal skills
- Fluency in English and Persian, both written and spoken

## 3. Performance Management

The employee will be accountable for and evaluated on the responsibilities and the competencies, based on NRC's Performance Management System. The following documents will be used for performance reviews:

- The Job Description
- The individual Work- and Professional Development Plan
- The Competency Framework

**Interested candidate should apply through the following link latest by May 28<sup>th</sup>:**

**[www.nrc.no/vacancies](http://www.nrc.no/vacancies) select Iran under Location window and submit their application in to the Webcruiter.**