

Job Description

A job description is a written statement that describes the employee's role and responsibilities. The role and responsibilities shall be executed within the NRC framework. The job description facilitates the recruitment process by stating the necessary competencies. It is mandatory for all positions.

Position:	Finance Assistant (Digitalization)
Reports to:	Finance Coordinator
Supervision of:	-
Duty station:	NRC's Country Office in Tehran
Travel:	None
Project number:	
Grade:	G3
Duration and type of contract:	Until end of December 2017 with possibility of extension

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.

1. Role and responsibilities

The purpose of the assistant position is to assist NRC Iran with scanning and securing of financial supporting documents.

Generic responsibilities

1. Adhere to NRC policies, tools, handbooks and guidelines
2. Assist with the implementation of the Finance Department portfolio according to plan of action
3. Prepare and develop status reports as required by management
4. Ensure proper filing of documents
5. Promote and share ideas for improvement of the Finance Department

Specific responsibilities

1. Develop and enforce routines for securing required supporting documentation in a digital format on a common platform.
2. Scan the supporting documents for all financial transactions as per NRC global guideline and instruction.
3. Complete the "securing supporting document" report.
4. Assist with the physical filing and securing of the supporting documents.
5. Assist with financial verification by pre-checking the submitted financial documents.
6. Cash payments handling.

Scale and scope of position

Staff:	None
Stakeholders:	Finance units of other NGO's
Budgets:	None

Information: None
Legal or compliance: Terms of employment, Code of Conduct, Financial Handbook

2. Competencies

Competencies are important in order for the employee and the organisation to deliver desired results. They are relevant for all staff and are divided into the following two categories:

1. Professional competencies

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

Generic professional competencies:

- At least 1 year of experience in a similar position or University Degree in Finance or Administration
- Documented results related to the position's responsibilities
- Good knowledge of English, written and spoken; Fluent Farsi written and spoken

2. Behavioural competencies (max 6)

These are personal qualities that influence how successful people are in their job. NRC's Competency Framework states 12 behavioural competencies, and the following are **essential** for this position:

- Planning and delivering results
- Communicating with impact and respect
- Working with people

3. Performance Management

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

- The Job Description
- The Work and Development Plan
- The Mid-term/End-of-trial Period Performance Review Template
- The End-term Performance Review Template
- The NRC Competency Framework

Interested candidates should apply ONLY via our website <http://www.nrc.no> (Select "Vacancies" in the right corner, then under location "Iran) no later than November 1, 2017. Only shortlisted candidates will be contacted for technical test and interview