

Generic job description template

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, grading and performance management processes by stating the necessary competencies. It is mandatory for all positions.

Position:	Finance Technical Assistant
Grade:	G4
Reports to:	Finance Manager
Technical reporting line:	Finance Manager
Supervision of:	None
Duty station:	Country / Tehran
Travel:	Some
Project number:	IRFP0000
Duration and type of contract:	3 months' probation period with possibility of extension

All NRC employees are expected to work in accordance with the organization's values. To be **dedicated, innovative, inclusive** and **accountable** are attitudes and beliefs that shall guide our actions and relationships.

Background

The purpose of the assistant's position is to assist in the day-to-day implementation of the Finance functions responsibilities. Use action words such as conduct or assist for the position relevant responsibilities.

1. Role and responsibilities

Generic responsibilities

- Adhere to NRC policies, tools, handbooks and guidelines
- Assist with the implementation of the Finance function portfolio according to plan of action
- Prepare and develop status reports as required by management
- Ensure proper filing of documents
- Promote and share ideas for improvement of the support function
- Promote the rights of refugees and displaced in line with the advocacy strategy
- Identify and report protection needs and gaps, explore and propose new and safer ways to assist.

Specific responsibilities

- Assist Finance Officer for preparation of payment orders, checks and bank forms and conduct necessary bank coordination for payments.
- Responsible for updating Finance part of CASH data base.
- Follow up with banks for issuing Cards, payments, providing statements, etc.
- Assist Finance Officer for ensuring the compliance of supporting documents in finance unit
- Preparing the documents for annual audits, collection and provision of documentation to Auditors, in close Coordination with Finance Team Leader and Finance Coordinators in the areas.

Critical interfaces

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

- NRC Program, Logistic, Admin/HR staff;
- Finance Coordinators of area offices;

2. Competencies

Competency is important in order for the employee and the organization to deliver the 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:

- 2 years Experience from working in Finance Function
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Good knowledge of English

Context related skills, knowledge and experience:

Context/ Specific skills, knowledge and experience:

- University Accounting degree or student
- Awareness of Iran banking procedures
- Basic Microsoft office skills (Excel, Words)

1. Behavioural competencies

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
- Empowering and building trust
- Communicating with impact and respect
- Working with people

2. 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