

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 Coordinator
Grade:	7
Reports to:	Area Manager – Area Central
Technical reporting to:	Finance Manager
Supervision of:	
Duty station:	Tehran
Travel:	up to 60%
Project number:	IRFP0000
Duration and type of contract:	Fixed Term – End of 2020 with possibility of extension

All NRC employees are expected to work in accordance with the organisation'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 a Finance Coordinator is to implement delegated area of responsibility.

The following is a brief description of the role.

Generic responsibilities (max 10)

1. Implement NRC's systems and procedures at area level
2. Ensure adherence to NRC policies, handbooks, guidelines and donor requirements
3. Prepare and submit reports and analysis
4. Ensure proper filing of all support 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;
10. Ensure that key learnings are extracted from operations regarding protection, and incorporate them into program strategy and staff development processes.

Function specific responsibilities, please adapt and select the relevant:

Specific responsibilities

- Support Senior Program Manager and Area Manager in donor budget preparations;

- Lead the budget monitoring practice at area level and provide support and trainings to Budget Holders;
- Lead the daily financial verification, payment preparations and accounting at area level;
- 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:

- Budget Holders at area level;
- Logistic department at area level;
- Finance department in Country Office;

Scale and scope of position

Staff:	N/A
Stakeholders:	Finance Units of Implementing Partners Organizations
Budgets:	None
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. 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:

- Minimum 5 years of experience in a Finance Department preferably in a humanitarian/recovery context
- Documented results related to the position's responsibilities
- Official training in finance/accounting
- Fluency in English, both written and verbal
- Solid knowledge of computer software and modern accounting or budget monitoring Systems

Context/ Specific skills, knowledge and experience:

- Proven knowledge and skills in coordinating, planning, analysing and solution finding
- Excellent communication and interpersonal skills

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. 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:

- Managing resources to optimize results
- Analyzing
- Handling insecure environments
- Empowering and building trust
- Communicating with impact and respect
- Planning and delivering results
- 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