

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 Team Leader
Grade:	6
Reports to:	Area Manager
Supervision of:	Finance Technical Assistant
Duty station:	Kerman
Travel:	Some
Project number:	IRFX0000
Duration and type of contract:	3 months' probation period 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 the officer position is day-to-day implementation of the support functions responsibilities. Use action words such as ensure, implement or assist for the position relevant responsibilities.

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,

Specific responsibilities

1. Support Area Manager in donor budget preparations and budget management
2. Lead the budget monitoring practice at area level and provide support
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;
6. Support Area Manager for monthly budget monitoring and budget controlling
7. Arrange monthly meetings with budget holders to review Budget Monitoring Tool

8. Update Master Budget on monthly basis in consultation with Area Manager
9. Ensure monthly transactions are closed on timely manner
10. Ensure supporting documents are archived before releasing the payments
11. Financial verification for local partner at Area level

Critical interfaces

Relevant interfaces for this position are:

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

Scale and scope of position

Staff:	None
Stakeholders:	Bank
Budgets:	None
Information:	Financial information, "Unit 4" user
Legal or compliance	Code of Conduct, Terms of employment, Financial Handbook

2. Competencies

1. Professional competencies

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

Generic professional competencies:

- At least 5 years of working experience in a similar position
- University degree in accounting
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Good knowledge of written and spoken English; Fluent in written and spoken Farsi.

Context/ Specific skills, knowledge and experience:

- Microsoft Excel, Word, Outlook and Power Point
- Banking procedures in Iran

2. Behavioural competencies (max 6)

These personal qualities 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
- Managing performance
- Empowering and building trust
- Communicating with impact and respect
- Working with People
- Analyzing

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