



NORWEGIAN
REFUGEE COUNCIL

VACANCY ANNOUNCEMENT

Position: Finance Intern
Reports to: Finance Coordinator.
Supervision of: None
Duty station: Bor
Project number: SSFM2101

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

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

1. Purpose

Finance Intern while on training by the finance Coordinator will be responsible for daily cash custodian, transactions and reconciliation. Ensuring all voucher slips are stamped PAID and signed on and ready for delivery to the Country Office for Posting. This internship position is for fresh graduates to be prepared for future needed skills in Accounting and financial management and other responsibilities

Role and responsibilities

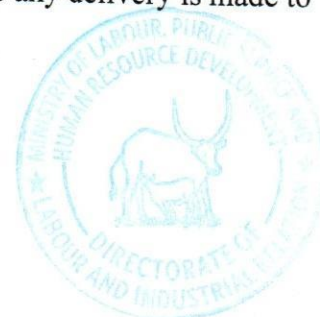
- Ensure that financial routines and policies are properly followed and in accordance with quality and policy requirements of NRC, its Donors, auditors and the relevant authorities.
- Perform daily cash/bank payments for the Field/ Area office's operations
- Perform daily reconciliations (cash counts)
- Ensure collection of bank statement for reconciliation at every end of each month
- Regular monitoring and settlement of staff advances and updates.
- Ensure safety and confidentiality of any financial documentation(s) under his/her custody.
- Ensure sufficient liquidation and follow up on advances and its Settlements.
- Mark all supporting documents & Voucher Slips with "PAID" stamp and sign on it as per the internal control requirement.
- Scan and file all financial documents according to NRC standards before any delivery is made to the Country Office.
- Performs other related duties as assigned by the concern authority.

2. Competency.

A. Value driven competencies:



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

B. Behavioral competencies:

- Proactive and take initiative
- Flexibility
- Planning and delivering results
- Empowering and building trust
- Analyzing

C. Professional competencies:

Professional competencies, skills and knowledge:

- College or university Diploma/ Degree Business Administration/ Accounting/ Finance or Related field.
- Competent in Microsoft Application especially Excel and Word
- Good knowledge of English language both spoken and written. (Arabic is added advantage)
- Professionalism in interaction with colleagues & clients.
- Ability to work under pressure and meet deadline

Behavioural Competencies (max 6)

The following behavioural competencies are **essential** for this position:

- Handling insecure environment
- Planning and delivering results
- Empowering and building trust
- Communicate with impact and respect

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 Pan



Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- Applications must be submitted no later than on the **5th Feb 2021** Through NRC webcruiter/SS-Jobs *or any NRC HR box in Bor/Twrc East and Duk*
Only short-listed candidates will be contacted, by e-mail or by phone.

FEMALE WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE ENCOURAGED TO APPLY

*Approved by labour office
Bor, Jonglei State*



*Accepted
21/1/2021*

VACANCY ANNOUNCEMENT

Position: Finance Officer
Reports to: Head of Field Office/ Finance Coordinator
Supervision of: None
Duty station: Twic East.
Project number: SSFM2031& SSFM2101

The Norwegian Refugee Council (NRC) is an independent humanitarian organisation. Our task is to improve international protection of refugees and internally displaced persons, and to offer humanitarian assistance regardless of race, nationality or political views. Our efforts are founded on the principle that all human beings are entitled to a life in peace, liberty, safety and equality, as this is expressed in the Universal Declaration of Human Rights. NRC has been working in South Sudan since 2004. Our core activities include Education, Shelter & WASH, Food Security & Livelihoods (FSL), and Information, Counselling & Legal Assistance (ICLA).

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

Role and responsibilities

The Finance Officer is responsible for the cash flow, NRC financial policies, accounting and financial reporting including technically supporting the project staff in financial & Procurement matters.

Roles & responsibilities

1. Ensure Implementation of NRC financial policies and procedures according to its Financial Handbook and donor policies.
2. Checking that all documents for accountability meet NRC standards before any payment.
3. Prepare all voucher slips and present/ Scan them with all its attachment to the finance Coordinator for verification.
4. Ensure timely payment of contractors, suppliers and other expenditures.
5. Make approved payments and record all cash movements thereafter.
6. Perform daily reconciliations.
7. Prepare monthly financial reports.
8. Send mid-month paid vouchers to Area Office or Juba.
9. Support project staff in financial & procurement matters.
10. Crosscheck authenticity of all documents delivered to finance for payment.
11. Performs other related duties as assigned by the concern authority.

Specific responsibilities

- Ensure that financial routines and policies are properly implemented in accordance with quality and policy requirements from NRC, Donors, auditors and the relevant authorities.
- Ensure that NRC financial and procurement procedures are adhered to at all times.
- Proper Reviewing of payment request for its supporting documents, authorizing signatures, compliance to policies, procurement, donor requirements and reasonability of the costs.
- Support Budget Holders to understand their BVAs in consultation with the FC
- Prepare the Post Back, reconciliations and the cash count.
- Prepare daily cash count and send to those concerns in time.



- Ensure sufficient liquidity and follow up on advances and its Settlements.
- Compile Twic East monthly cash projections and send to the FC for cash transfer request.
- Mark all supporting documents & Voucher Slips with "PAID" stamp and sign on it as per the internal control requirement.
- Responsible to scan & file all financial documents according to NRC standards before any delivery is made to Bor or Juba.
- Responsible for regular monitoring and settlement of staff advances and update the FC and AM regularly.
- Ensure safety and confidentiality of any financial documentation(s) under his/ her custody.
- Responsible for sending quarterly and monthly original vouchers & month end cash count in a secure manner to Juba or Bor Area Office.
- Represent finance in all meetings, workshops, seminars, etc.
- Perform any other duties delegated by the concern authority.

Competency.

1. Value driven competencies:

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

2. Behavioral competencies:

- Planning and delivering results
- Empowering and building trust
- Analyzing
- Handling insecure environments

3. Professional competencies:

Professional competencies, skills, knowledge & experience for this position:

- Experience from working as a Finance Officer in a humanitarian/recovery context
- Previous experience from working in complex and volatile contexts
- Documented results related to the position's responsibilities
- Diploma/ Degree in Business Administration (Accounts & Finance)
- Knowledge about own skills/profile
- Good knowledge of English language
- Maturity in interaction with colleagues & clients.
- Some knowledge of audit.

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 NRC Competency Framework (Mid & End Term Performance Reviews)



Application Procedure:

- The applicant must provide a detailed CV as well as an application letter with an explanation as to why he/she would like to work for NRC, and why you believe you are the best candidate for this position. Contact details including phone numbers and address plus three references (one of these should be your current or most recent employer) are essential.
- Applications must be submitted no later than on the **3rd Feb 2021** Through NRC webcruiter. *or any NRC HR BOX in BOR TWICE and DUK.*
Only short-listed candidates will be contacted, by e-mail or by phone.

FEMALE WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE ENCOURAGED TO APPLY



Approved by labour office

Bor, Jonglei State

Zahid
21/1/2021