

NORWEGIAN REFUGEE COUNCIL SOUTH SUDAN
VACANT ANNOUNCEMENT

Position: Finance Intern
Reports to: Finance Coordinator Country Office
Supervision of: N/A
Duty station: Juba
Travel: 10%
Project number: SSFM2101
Duration and type of contract: 3 month fixed term contract



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.

Generic responsibilities

These responsibilities shall be the same for all positions with the same title. The responsibilities shall be short and essential. Details belong in the Work- and Professional Development Plan.

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

Specific responsibilities

- Assist in examining voucher/payment claims to ensure completeness of supporting documents, proper use of coding and authorization procedures
- Responsible to process scanning of vouchers for all locations and review completeness and proper filing by means of a checklist
- Assist in proper labelling and archiving of financial documents
- If/when assigned responsibility of cash safe holding, initiate replenishment of cash from FM to the small safe based on the needs and sign in the record book as receiver.
- Responsible to pay out cash via duly approved payment voucher or cash advance for SSP and USD by providing voucher number as soon as cash is paid out or advance is settled.
- Ensure that all cash payments are properly supported and duly authorized per the authorization table before disbursement of Cash and Cheque.



- Responsible to keep update daily transaction record of SSP and USD Cash.
- Responsible for daily cash counts of SSP and USD for Juba Office and scan (send to FC and FM) and file the sign original.
- Each month stamp original documents **"PAID"**
- Preparing voucher slip and follow up for verification and approval
- Registration of documents for payment processing
- Collection and submission of courier from/to airport and donor offices
- Maintain the grants and contracts (Donor Agreements) and donor financial report files within the finance department
- Filing of Juba vouchers
- Receiving of files from the field and filing
- Undertake any other duty as assigned by the supervisor.

1. Professional Competencies

- Bachelor Degree/Diploma in Business Administration, accounting or related field –essential
- Fresh Graduate (2021) with specialization in Accounting
- Good command of English –essential
- knowledge on Computer

2. Behavioural competencies

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

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.
- All applicants must have a valid South Sudanese Nationality Certificate and Passport.
- Please do not submit original certificates. Submitted application documents will **NOT be returned**.
- Applications must be submitted no later than on the **17th August 2021** by Hardcopy in an enclosed envelope clearly marked **"Finance Intern - Juba"** to NRC offices.

Only short-listed candidates will be contacted, by e-mail or by phone.

FEMALE CANDIDATES WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE HIGHLY ENCOURAGED

TO APPLY



FLYKTNINGHJELPEN
NORWEGIAN REFUGEE COUNCIL