**VACANCY ANNOUNCEMENT**

Position: Finance Admin Assistant

Reports to: Finance Coordinator/Field Office Coordinator

Supervision of: None

Duty station: Duk- Jonglei State

Project number: SSFM2201

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 Admin Assistant will be responsible for daily cash custody, transactions and reconciliation. Ensuring all voucher slips are stamped PAID and signed on and ready for delivery to the Country Office for Posting.

 **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.
1. **Competency.**

**A. 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.

**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 **11th Jan 2022 t**hrough NRC webcruiter Link

 [View the internal job posting](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fekum.fa.em2.oraclecloud.com%3a443%2ffndSetup%2ffaces%2fdeeplink%3fobjType%3dIRC_RECRUITING%26action%3dICE_JOB_DETAILS_RESP%26objKey%3dpRequisitionNo%3d4367%3bpCalledFrom%3dFUSESHELL&c=E,1,wkMs-VwL-RK1_4Gi3lZSVK23xXgO6a6htZy4XkMeyL-o_qQH8to4YDJdC6piAVi6Orx5gQfHWcD5TGaVLBLOr-1lwwS2bUZhFL8CNcSe_rSmQQyZ5juJ4pDZmvo,&typo=1) / [View the external job posting](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fekum.fa.em2.oraclecloud.com%3a443%2fhcmUI%2fCandidateExperience%2fen%2fjob%2f4367&c=E,1,mWLkPmTxNImDgF8Oe3WqXDECP7xdxkM5QX5B70fQA-sh_SX6MJMq3AjfZJdAHM5PVvuvrrkBVFG0ow3G3ODYH9Czytc7j7atSbVxWsu1NCNJnrtFYSzrxjRT83vU&typo=1) on NGO Forum or Field Offices in Bor, Duk and Twic East.

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

**FEMALE WITH REQUIRED QUALIFICATION AND EXPERIENCE ARE ENCOURAGED TO APPLY**