



NORWEGIAN
REFUGEE COUNCIL

JOB TITLE: Finance Officer

Job Identification: 7372

Apply Before: 22/08/2022, 15:42

Job Description

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.

Responsibilities

- Implement NRC's systems and procedures at area level.
- Ensure adherence to NRC policies, handbooks, guidelines and donor requirements.
- Prepare and submit reports and analysis.
- Ensure proper filing of all support documents.
- Support line managers in procedures and require support team trainings.
- Supervision and capacity building of staff under supervision.
- Ensure that the accounting, monitoring and reporting are according to procedures.
- Support project staff in financial matters.
- Maintain budget control and monitor cash flow for the area.

- Ensure timely payment of staff salaries, incentives, contractors, suppliers and other expenditures
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- Ensure that the accounting, monitoring and reporting are according to procedures.
- Support project staff in financial matters.
- Maintain budget control and monitor cash flow for the area.
- Ensure timely payment of staff salaries, incentives, contractors, suppliers and other expenditures.
- Ensure proper filing of support documents.
- Support in preparation of Annual and donor Audit.
- Support Area /Support Manager and project staff in financial matters.
- Support in the implementation of the anti-corruption policy.

Qualifications

- Minimum BA in accounting and any other related field
- Having CPA certificate will be added advantage
- Four years' experience working as a Finance Officer or above in a humanitarian/recovery context preferable INGO. At least two years of experience in supervising staff.
- Previous experience from working in complex and volatile contexts.
- Documented results related to the position's responsibilities.
- Knowledge about own leadership skills/profile.
- Fluency in English, both written and verbal.
- Excellent interpersonal, written and verbal communication skills.
- Strict attention to policy and practice detail.
- Very strong financial analysis skills.
- High integrity.
- Good knowledge of financial reporting systems in donor funded work specifically UNHCR.

- Ability to work under pressure and meet deadlines.
- Good cultural awareness and sensitivity.
- Ability to function independently and as a work team leader/facilitator.
- Excellent computer skills with hands on experience on computerized accounting systems; and Microsoft Excel, Word and PowerPoint. Financial software Agresso preferable.

Duty station : Kibondo, Tanzania (with frequent travels to the refugee camps)

Duration and type of contract: 5 months with possibility of extension subject to funding availability

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