
NRC in Syria

NRC is in Syria to support people affected by forced displacement (IDPs, returnees, host community etc.) so that they can have access to timely and effective assistance, to cope with the crisis and when the crisis ends return and rebuild their lives. Since the start of its activities in mid-2016 in Syria, NRC has reached with humanitarian assistance to more than **600,000 people** particularly in the Governorates of Damascus, Aleppo, Qoneitra, Dara'a, Hama, Hassake and Rif Damascus, out of which more than 152,000 people reached in 2020 with the provision of more than 255,000 services and moving forward to reach more during 2021.

NRC will continue to apply an integrated programming approach, where Education, capacity building, Shelter/WASH, and Food Security and Livelihoods (FSL) programs work jointly to enable displacement-affected populations to meet their basic needs, enjoy their rights, and benefit from pathways to durable solutions.

1. Role and responsibilities

The purpose of the Finance Technical Assistant position is to ensure proper day to day implementation of the Finance responsibilities and implement NRC's Financial Systems and Procedures.

Generic responsibilities:

- Contribute to coordination with relevant suppliers, authorities and other stakeholders.
- Promote anti-corruption, transparency and cost efficiency focus on all processes.
- Prepare and submit periodic reports and plans as required.
- Ensure proper filing of all financial documents in all offices.
- Compliance and adherence to NRC policies, guidance and procedures
- Carry out NRC activities in accordance with NRC Safe and Inclusive Programming (SIP) guidelines, policies and Syria-specific explanatory notes.
- Report any breaches/concerns, in a confidential manner, through NRC SCO reporting channels.

Specific responsibilities

1. Process day to day payment in cash and banks (suppliers, cash advances, staff etc.), ensuring all the supporting documents adhere to NRC Financial Regulations.
2. Manage and control travel advances of staff travelling in the region, ensuring all advances are properly cleared at the end of the month by providing the required support to NRC staff to handle travel claim.
3. Manage petty cash cashbook and ensure daily recording of expenditures.
4. Perform daily cash counts, cash inventory at the end of the month.
5. Responsible for filing the vouchers and other financial documents in NRC's standard filing system and scan all required documents in accordance with Compliance guideline.
6. Follow up with money transfer agency to process the payment and transfer the Fund to agent 's Bank account or deposit in cash for cash advances
7. Monitor & track contract with multiple instalments and keep updated records of bid Bonds & Framework agreement report.
8. Verify LOE (letter of engagement) and process payment monthly.
9. Support Finance Team Leader/Support Coordinator during Tender Process.
10. Verify CBA analysis for Competitive bid & closed Tender and provide feedback on the analysis.
11. Prepare Post backs daily for Cash/Bank payments and follow up to obtain the required approval from budget holder.
12. Support Finance Team Leader/Support Coordinator during month end close/Year End.
13. Support Finance Team Leader /Support Coordinator for any ad-hoc task/report.

Critical interfaces

- Internal: Support and Program Department, Finance CO
- External: Suppliers (for payments), Banks and medical insurance company

2. Competencies

Competencies are important for the employee and the organisation to deliver desired results. Competencies are relevant for all staff and are divided into the following categories:

Additional Information

Contract period: Up to one year, renewable based on the need, availability of fund and satisfactory performance.

Salary/benefits: According to NRC's salary scale and terms and conditions

Duty station: North -West Syria Area Office (NWS), Aleppo.

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