Job Description

Position: Country Finance Manager

Reports to: Head of Support

Supervision of: CO Finance Technical Officer (Technical Line to Area Finance Staff)

Duty station: Tunis, Tunisia

Travel: 30% (To Libya)

Monthly Salary: 5,734 Tunisian Dinars (Salary is non Negotiable)

Working week: Sunday-Thursday (Friday/Saturday Weekend)

Duration and type of contract: 12 months

All NRC employees are expected to work in accordance with the organisation’s core values: dedication, innovation, inclusivity and accountability. These attitudes and believes shall guide our actions and relationships.

1. **Role and responsibilities**

The Country Finance Manager is responsible to ensure that the financial set up for NRC Libya programme is according to NRC standards, to support programme/project implementation, ensure quality and compliance in line with donor and NRC SOPs, lead on audit processes and support and advise staff on financial processes.

Generic responsibilities

1. Ensure that country set up adhere to Financial Handbook, NRC policies, donor and auditor requirements
2. Implement NRC’s financial systems, routines and procedures
3. Maintain overall budget control and monitor cash flows
4. Management of CO financial team
5. Training of line managers and staff with financial responsibilities
6. Provide regular analysis and reports
7. Implement anti-corruption policy
8. Promote the rights of IDPs/returnees in line with the advocacy strategy
9. Actively promote PSEA (Protection from Sexual Exploitation and Abuse) standards & principles within NRC and amongst beneficiaries served by NRC.

Specific responsibilities

 **Accounting and Cashflow Management**

* Ensure monthly accounting closing is done on time and following NRC financial procedures.
* Monitor Cash flows for all Area Offices where funds are channelled from the Country Office (Tunis) or HQ (Oslo) and ensure regular follow up.
* Follow up on Income received from donors which payment is done locally.

**Budgeting and Reporting**

* Update Master Budget on regular bases to ensure funding needs are up-to-date as well as ensure coverage with the donor funding. Ensure MB is accurate.
* Elaborate budget for new proposals, ensuring donor regulations have been taken into consideration.
* Elaborate finance reports to submit to donors, or do quality control and compilation if elaborated at Area Office level.
* Consolidate Financial proposals and final reports for those projects covering multiple Area Offices.
* Support on the Annual Funding Allocation planning process and further annual revision.

**Financial Analysis**

* Responsible monthly Budget versus Actual for all projects and prepare forecast of expenditures in coordination with Programme Staff.
* Responsible for Finance Reports to be presented to CMG upon request.
* Ensure costs are allocated according to Fair Share principles and contribute to adapt the Head Office requirements to Country office finances.

**Supporting Documentation, Financial Systems and Auditing**

* Elaborate, review and update Finance Standard Operating Procedures for NRC Libya anytime there are significant changes.
* Ensure Compliance procedures are being followed by the Finance Staff across all Area Offices.
* Update and follow up on financial standard requirements for Local Partners (develop checklists for control visits, standardized budget template, budget monitoring template, etc.)
* Do finance checks and validation of expenditures as per delegation of authority.
* Lead on engagement of Auditors and Area Offices.
* Ensure risk and compliance standards are implemented in all areas

**Programme Support and Capacity Building**

* Provide an enabling environment for the implementation of cash-based interventions, through working across programme and support teams and the development of relevant guidance and Standard Operation Procedures
* To support Finance Department in Area Offices if significant workload is expected (Finance reports, proposals, audits, etc.)
* Ensure Finance capacity in all Area Offices conducting capacity building and on-the-job training.
* Conduct training on Finance Procedures and Donor regulations to Finance, Programme and Support staff at Country offices and Area Offices.

Critical interfaces

By interfaces, NRC means processes and projects that are interlinked with other departments/units or persons. Relevant interfaces for this position are:

• Area Managers, Area Support Coordinators and Finance Staff in Area Offices

* Programme Unit and CC Specialists

• Regional Office Finance and ICT related to Agresso

Scale and scope of position

|  |  |
| --- | --- |
| Staff: | 1 x Finance Technical Officer (Technical line to Area Finance team) |
| Stakeholders: | UN and other donors Finance focal point, local partners finance focal point, Banks, Auditors. |
| Budgets: | N/A |
| Information: | Agresso, Intranet |
| Legal or compliance: | Compliance and adherence to NRC SOPs, Donor regulations, Laws of country of operation  |

1. **Competencies**

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

1. Professional competencies

These are skills, knowledge and experience that are important for effective performance.

**Generic professional competencies:**

* Minimum 3 years of experience from working as a Financial Manager in a humanitarian/recovery context
* Significant experience in budgeting and forecasting
* Experience from working in complex and volatile contexts
* Documented results related to the position’s responsibilities
* Knowledge about own leadership skills/profile
* Solid knowledge of computer software and modern accounting systems
* Fluency in English, both written and verbal
* Valid driver’s license

**Context/ Specific skills, knowledge and experience:**

* Knowledge of the context in the Middle East
* Knowledge of the Arabic and French is advantageous
* Experience of financial systems and structures development
* Experience of leading Finance units in hard to reach areas and unstable banking environments

2. Behavioural competencies

These are personal qualities that influence how successful people are in their job. NRC’s Competency Framework states 12 behavioral competencies and the following are essential for this position:

• Managing performance and development

* Empowering and building trust

• Analysing

• Communicating with impact and respect

• Managing resources to optimize results

• Handling insecure environments

• Coping with change

**3. Performance Management**

The employee will be accountable for the responsibilities and the competencies, in accordance with the NRC Performance Management Manual. The following documents will be used for performance reviews:

• The Job Description

• The Work and Development Plan

• The NRC Competency Framework