

Generic ToR Financial Manager

1. Establish a financial system for the NCA office, including routines and systems for internal financial control and budgeting procedures, systems for accounting and payroll and control systems to prevent corruption and financial irregularities
2. Assist programme staff in developing programme and project budgets according to funding and keep accounts according to NCA standards
3. Support and develop local NCA partners' competence in the fields of accounting and financial management
4. Ensure financial monitoring and control of NCA programmes and project in collaboration with NCA partners.
5. Oversee the safekeeping of fixed assets allocated to the NCA office and NCA programmes and ensure proper registration of the items in cooperation with the Logistics Officer.
6. Ensure timely financial reporting to the NCA Team Leader, programme coordinators at NCA HO and donors.
7. Ensure that the accounts are kept in accordance with national laws and requirements.