



MEDECINS SANS FRONTIERES is a non-governmental organization for humanitarian aid. Today we work in more than 60 countries where our volunteers bring their aid to populations in distress, to victims of aggression and war, regardless of religion, beliefs or politics. MSF Operational Centre of Brussels is looking for a:

FINANCE AND ACCOUNTANCY MANAGER

Operational Context

Médecins Sans Frontières (MSF) has started its activities in Italy in 1999 when realized that the same persons cured and assisted in countries at thousands of kilometers of distance were the same encountered in precarious conditions and needs once in Italy. The activities developed during these last years have aimed to give medical and psychological assistance to migrant people, even undocumented, present in Italy.

Currently MSF Italy Mission implements different projects:

- In Rome, a rehabilitation center for victims of torture (SoT);
- In Catania, MSF is opening a post-acute care center for migrants;
- In Trapani, psycho social support and transcultural psychotherapy for asylum seekers;
- In Italy, psychological first aid (PFA) for traumatic boat landings;

Purpose of the post

Coordinating and supervising the accounting of the mission (accounting, treasury, audit procedures, etc.) according to the instructions of the Finance Coordinator, and in compliance with legal obligations and MSF standards and protocols in order to provide quality, reliable and transparent information to the organization on the use and allocation of resources in the mission.

Main objectives

- Being responsible for quality and timely accounting for the whole mission e.g. cash procedures, bank accounts, receipts and supporting documents, electronic data entry, consolidation of overall mission accounting, monthly closing process and documents, ensuring strict respect of deadlines and strict compliance to **MSF** guidelines, financial standards and procedures.
- Coordinating and overseeing the monthly and yearly closing of accounts and balance sheet, and reporting the mission's accounting statement through monthly and weekly reports, in order to verify the evolution of project finances and provide information about them
- Being responsible for the financial management of donor contracts e.g. preparing and verifying the financial reports to donors, following up and analysing the need for amendments. Ensuring reporting conditions are met and stakeholders in the mission are informed of their responsibilities (for example, logistics for stock inventory, quotes)
- Coordinating and overseeing the payment of tax liabilities in order to comply with legal obligations.
- Coordinating and supervising the conduct of local audits relating to accounting, tax, labour, stock and asset management
- Planning and supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required and to improve people's capabilities
- Is the technical reference for any accounting-related issue including compliance with MSF financial standards and procedures, legal compliance, training and support on the MSF accounting software / system
- When required, briefing all staff involved, on specific accountancy management (Mission Coordination Team, Administration Managers, Logistics Managers, etc).

Context Specific Accountabilities

- Support the Financial Coordinator in implementing finance, budget and resource management policies and plans in order to ensure transparent and efficient utilisation of MSF's financial resources
- Participate in drafting the accounting policies and procedures
- Carry out visits to Field Offices to provide technical assistance and support on financial and accounting processes
- Monitor and analyse financial and accounting data, identifying and forecasting trends, anomalies or issues and proposing solutions in order to rectify anomalies or to improve the processes
- Perform in accounting tasks in assigned area (analysis, reconciliation, and recording).
- Participate in preparing the financial reports when requested; support for extraction and analyze of data for budget follow up
- Follow that reporting conditions are met and stakeholders in the mission are informed of their responsibilities (for example, logistics for stock inventory, quotes)
- Report to his/her manager the mission's accounting statement through monthly and weekly balances

Requirements:

Education

- Essential solid accountancy training and experience-professional accounting qualification.
- Essential University degree in accounting, finance or business administration

Experience

At least 4 years of progressively responsible postgraduate professional experience in finance/accounting, preferably with NGO

Knowledge

Essential computer literacy (word, excel, internet)

Local accounting standards, Desirable MSF accounting software, ERP system knowledge, local laws.

Proficiency in double entry accounting and financial reporting

Experience in roles with great independence, decision making authority, supervision of staff and managing complex budgets.

Competencies

- People Management and Development
- Commitment to MSF Principles
- Behavioural Flexibility
- Results and Quality Orientation
- Teamwork and Cooperation

Languages

Mission language essential. Local language desirable

Conditions

- 1 year fixed-term contract
- Salary according to MSF-OCB Field salary scale.
- Expected starting date: **April 2018**
- Place of work: Rome
- Project: Coordination office

How to apply?

Application (CV and cover letter in english) to be sent to
msfocb-rome-office@brussels.msf.org

Please note that only short-listed candidates will be contacted.