AC00402
DEPUTY FINANCE COORDINATOR

Level 12

Reports to (Hierarchical)
Finance Coordinator

Reports to (Functional)
Finance Coordinator

Job Family
HR & FIN

Main Purpose
Supporting the Finance Coordinator through delegated tasks and responsibilities, replacing him/her in his/her absence and participating in the implementation and management of finance strategies, policies, the internal control system and all financial administrative and legal issues in the mission, according to **MSF** protocols, standards and procedures, in order to provide accurate, transparent, timely and reliable financial information to the organization and third parties on the allocation of resources in the projects

Accountabilities
- Participating actively in the definition and monitoring of the financial operational and budget needs and the financial strategy of the mission, providing support in the assessment and mitigation of the financial risks of the mission and in the implementation of the relevant organizational setup in order to meet all financial obligations while keeping financial ethics respected at all times
- Supporting the Finance Coordinator in the implementation and respect of **MSF** policies and guidelines, ensuring they are aligned with legal requirements and within the national legal framework, and designing or adapting relevant local policies, procedures and tools for optimized management of the mission's financial resources
- Supporting the Finance Manager in the management of the treasury, including the whole accounting of the mission in order to ensure the smooth running of operations at all times and maintaining as much control as possible on financial risks
- Participating in the management of funding agreements with donors and in providing regular and adequate indicators to monitor the financial health of the mission, providing relevant cost analysis, regularly monitoring of expenses vs budget, analyzing variances and suggesting corrective actions when needed. Assisting in the collection of information on resources and translating them into a budget
- Supporting the Finance Coordinator in ensuring the proper application of HR policies and associated processes (recruitment, training, briefing/debriefing, evaluation, potential, detection, staff's development and internal communication) in order to ensure both the sizing and the amount of knowledge required for the finance activities
- Participating in the coordination and supervision of the monthly and yearly closing of accounts with the aim that the statement reflects the financial reality of the mission
- Performing tasks delegated by the Finance Coordinator and replacing him/her in his/her absence
- When requested replacing other members of the capital or project finance teams during their absence.

Education

- Essential degree in Economics/Finances
- For OCA: higher vocational training in Business Administration /MBA)

Experience

- Essential two years experience in budget management
- Essential two years experience in team management
- Desirable in MSF or other NGOs

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