# AC00300
# FINANCE COORDINATOR

**Level 13**

## Reports to (Hierarchical)
Head of Mission / Head of Programmes

## Reports to (Functional)
HQ-based Financial referent (controller in the cell)

## Job Family
HR & FIN

## Main Purpose
| Defining, coordinating and monitoring the implementation and management of finance strategies, policies, internal control and all financial administrative and legal issues in the mission,in line with the context and operational challenges and **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
- As an active member of the CMT, participating in the definition of the missions objectives and strategies in collaboration with the CMT, planning, implementing and monitoring the financial operational and budget needs, anticipating changes and challenges and planning accordingly, in order to ensure budgets are relevant and appropriate
- Defining the financial strategy for the mission together with the Head of Mission, assessing and mitigating the financial risks of the mission and ensuring the implementation of a relevant mission organizational set up and a reliable internal control system, in order to meet all financial obligations while keeping financial ethics respected at all times within the mission
- Ensuring proper 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
- In collaboration with the technical referent at HQ, managing the funding agreements with donors e.g. coordinating and preparing proposals and financial reports to donors and managing donor contracts
- Coordinating and ensuring the efficient 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 security risks. This includes among other things, defining minimum levels of cash, anticipating planned expenditures, managing local bank accounts and transfer of funds, managing contacts with banks and/or other financial institutions at mission level, and monitoring the payment of suppliers and staff salaries.
- Providing regular and adequate indicators to monitor the financial health of the mission and providing relevant cost analysis, regularly monitoring of expenses vs budget, analyzing variances and suggesting corrective actions when needed. Being responsible for the management, supervision and development of the finance team, including

coaching, training, motivating and ensuring their capability, detecting potential conflicts and finding solutions when necessary. Sensitizing key executive staff such as coordinators, budget holders and relevant management on financial risks and the extent of their financial responsibilities
- 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
- Coordinating and overseeing the monthly and yearly closing of accounts with the aim that the statement reflects the financial reality of the mission.

## 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
- Desirable experience in developing countries

## Languages

Mission working language essential For OCG:English fluency required

## Knowledge

Essential computer literacy (word, excel, ERP and internet)

## Competencies

- Strategic Vision **L2**
- Leadership **L2**
- People Management and Development **L3**
- Service Orientation **L3**
- Teamwork and Cooperation **L4**

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