AM00500
INTERNAL CONTROLLER

Level 11

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

Reports to (Functional)
Operational Cell Fin Advisor/ HQ Controller

Job Family
HR & FIN

Main Purpose
Supervising and improving control procedures in the mission in all areas (finance, supply, medical/pharma, HR) with the support of relevant tools such as checklists and risk analysis and in certain cases performing internal audits at project & capital level, according to **MSF** protocols, standards and procedures in order to avoid fraud and ensure correct use of **MSF** resources |

Accountabilities
- Defining and/or implementing internal control procedures and tools in all departments and locations of the mission including standard checklists. In close collaboration with the HoM and the Cell Fin Referent/ HQ Control department, keeping informed of the latest developments related to internal controlling and proposing improvements that can be later shared with other missions
- Creating an anti-fraud policy for the mission in collaboration with the Coordinators
- Informing and training all concerned employees on the internal control tools and procedures and ensuring that control systems are followed by all relevant staff with quality and timely collection of data. Supporting the Coordinators in charge of Supply (medical and non-medical areas) to implement supply policy
- Discussing with the Coordinators on the level of risk of their area and working together on the monthly evaluation/follow up of risks, and presenting the results to the CMT on a monthly basis
- Performing field visits in order to anticipate fraud or misuse of resources, especially when the monthly evaluation follow up indicates increase in the risk
- Identifying, evaluating and recommending measures to prevent fraud and losses in order to reduce financial risk. Alerting the HoM and CMT, concerned coordinators and Cell Fin Referent in case of suspicion of fraud or any relevant increase of risk
- In case of fraud, leading, coordinating and writing an incident report on the investigation. Playing a consultative role in its follow up and on the eventual disciplinary measures. Proposing and implementing the follow up of corrective actions together with the relevant supervisors. |

Education

- Degree in Economy/Finances mandatory
- Two year experience in project management essential (including definition, planning and budget control)

Experience

- Experience with MSF or other NGOs desirable
- Experience in developing countries desirable
- Desirable: public health background or experience

Languages

- Mission language essential

Knowledge

- Computer essential (Word, Excel, ERP and internet)

Competencies

- People Management and Development **L2**
- Commitment to MSF Principles **L2**
- Behavioural Flexibility **L3**
- Results and Quality Orientation **L3**
- Teamwork and Cooperation **L3**

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