AS01101
FINANCE ASSISTANT

Level 6

Reports to (Hierarchical)
HRCo / FinCo/ Project or Mission FIN/ HR Manager

Reports to (Functional)
HRCo / FinCo/ Project or Mission FIN/ HR Manager

Job Family
HR & FIN

Main Purpose
Execute administrative and finance related tasks and follow up of project accountancy to support the Project Finance Manager following MSF standard and procedures, in order to ensure legal compliance and keep a strict control over monetary resources to achieve project objectives

Accountabilities
- Implementing cash management procedures in order to ensure the highest control and security, assisting the Project Fin Manager in the prevision of monthly treasury and planning in order to en-sure the coverage of daily needs, advances on salaries, payroll, etc.
  - Processing the payment to suppliers and keep strict on all documentation involved, informing the administration manager of any sort of disparity
  - Carrying out all accounting tasks and activities, classifying, preparing and filing of all accounting pieces in accounting software, in order to ensure strict control of all expenditures and the reliability of statements and documentation.
  - Following up of all expiring rental contract dates and inform the Administration Manager in order to leave enough time to arrange a renewal or look for some other alternative.
  - Making all administrative information available to the staff (posting, meetings, etc.), supporting the Project Fi-nance Manager in translating documents into local language and assisting in meetings upon request.
  - Any other administrative task delegated by the Project Finance Manager.

Education
Desirable finance, business or administration related diploma.

Experience

- Essential previous working experience of at least two years in relevant jobs.
- Desirable experience in MSF or other NGOs in developing countries.

Language Level Description
B1 Independent User
Threshold or intermediate

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise while travelling in an area where the language is spoken.
- Can produce simple connected text on topics that are familiar or of personal interest.
- Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

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