# General Table Technical Skills

## Technical Skill

### Level 1

Under Supervision

Applies policies and tools, implements processes with few mistakes and regular supervision

*For more info please consult*

### Level 2

Autonomous

Implements policies, tools and processes autonomously with no major mistakes. Proposes improvements. Calls for assistance when needed. Little supervision required

### Level 3

Master

Masters the subject fully. Is able to implement the necessary policies, tools and processes independently with little assistance and major mistakes. Proposes improvements. Provides support to colleagues. No supervision required

### Level 4

Expert

Is able to implement all the necessary tools independently with no assistance or major mistakes. Proposes improvements. Is the referent person, required for his/her expertise

## Money/Cash Management

### Level 1

UNDER SUPERVISION

Familiar with project cash tools and procedures. Able to apply them with rigor

Able to detect cash discrepencies

Able to manage several currencies

### Level 2

AUTONOMOUS

Sound knowledge of project security/cash guideline/procedures (transfers, keeping money, ...)

and able to implement them

Able to analyse cassh discrepancies and to propose solutions

### Level 3

MASTER

Perfect knowledge of mission security/cash guideline/procedures (transfers, keeping money,...)

and able to implement them

Perfect knowledge of national rules in terms of money circulation and bank system

### Level 4

EXPERT

Perfect knowledge of MSF security/cash guideline/procedures and able to implement them

## Book-keeping

### Level 1

UNDER SUPERVISION

Sound knowledge of MSF project accounting tools and procedures (chart of accounts, description grid, allocation table, closing,...)

Good knowledge of Saga

Familiar with MSF payslip

Able to detect unmatched advances/transfers

Perfect Knowledge of MSF standards in terms of vouchers and filing

### Level 2

AUTONOMOUS

Good knowledge of MSF mission accounting tools and procedures (chart of accounts and allocation table, description grid, closing,...)

Excellent knowledge of Saga

Able to analyse accounting books/entries

### Level 3

MASTER

Able to adapt MSF accounting standard at mission level, when necessary

Perfect knowledge of Saga

Able to manage mission parameters

Perfect knowledge of national accounting principles

Able to follow up international orders

Be able to handle re-invoicing

### Level 4

EXPERT

Able to define  MSF accounting tools and procedures

## Funding Management

### Level 1

UNDER SUPERVISION

Good knowledge of different sources of funding for the project and their specificities

### Level 2

AUTONOMOUS

Good knowledge of donor’s interests

Perfect knowledge of donor’s need in terms of proposal

### Level 3

MASTER

Sound knowledge of donor’s interests

Be able to adapt MSF funding strategy at mission level

### Level 4

EXPERT

Perfect knowledge of donor’s policy

## Contract Management

### Level 1

UNDER SUPERVISION

Understands the importance of a financial reporting to donors

### Level 2

AUTONOMOUS

Able to realize a basic financial report

### Level 3

MASTER

Able to produce a complex financial report

Able to detect over or under spending of financial a contract and find appropriate solutions/amendments

Able to manage an allocation table

Perfect knowledge of mission donor’s requirements in terms financial reporting

### Level 4

EXPERT

Knowledge of MSF donor’s requirements in terms financial reporting

## Internal Control

### Level 1

UNDER SUPERVISION

Good knowledge of MSF expense validation procedures and supporting documents

### Level 2

AUTONOMOUS

Sound knowledge of accounting checklists and ability to perform those checks with adequate sampling + spot gaps

Excellent knowledge of MSF expense validation procedures and supporting documents

### Level 3

MASTER

Familiar with procedures and processes of dept. other than finance (support functions)

Able to identify gaps across procedures

Good Knowledge of best practices of financial control

### Level 4

EXPERT

Familiar with internal audit procedures

Good knowledge of procedures and processes of dept. other than finance (support functions)

## Budget Management

### Level 1

UNDER SUPERVISION

Familiar with budget tools, processes and procedures

Ability to consolidate data provided by others

### Level 2

AUTONOMOUS

Familiar with logical framework

Good knowledge of budget tools, processes and procedures

Ability to link activities and resources used (input/output)

### Level 3

MASTER

Sound knowledge of budget tools, processes and procedures

Ability to put in place a forecast

Ability to model different scenarios

### Level 4

EXPERT

Able to introduce/improve budget tools, processes and procedures

## Management Control

### Level 1

UNDER SUPERVISION

Able to extract data and format it to provide information on cost evolution on cost by nature

### Level 2

AUTONOMOUS

Familiar with cost analysis methodologies (fixed/variable costs, Activity Based Costing, earned value, etc...)

Familiar with Key Performance Indicators (KPIs): can monitor and report on KPIs defined

### Level 3

MASTER

Good knowledge of cost analysis methodologies

Ability to underline relevant points of attention

Good knowledge of KPIs: can define relevant KPIs for project/mission activities

### Level 4

EXPERT

Excellent knowledge of cost analysis methodologies and ability to manage complex modelisations

Excellent knowledge of KPIs: can define relevant KPIs for project/mission activities

## Excel

### Level 1

UNDER SUPERVISION

Basic

## Level 2

AUTONOMOUS

Intermediary: formulas, graphs

## Level 3

MASTER

Good: Pivot table, vlookups

## Level 4

EXPERT

Excellent: Macros

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