

Approved
Vices

MSF Switzerland (MSF-CH)



MSF Switzerland
Juba, South Sudan

JOB VACANCY - FINANCE ASSISTANT

Médecins Sans Frontières (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics. MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial **6-months** Fixed Term Contract and Trial Period of **3-months**.

Position: Finance Assistant

Number of Vacancies: 1

Location: Juba

Scope of responsibilities:

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

Main tasks:

- Implementing cash management procedures in order to ensure the highest control and security, assisting the Finance and Accountancy Manager in the prevision of monthly treasury and planning in order to ensure the coverage of daily needs, advances on salaries, payroll, etc.
- Processing the payment to suppliers and keep strict control on all documentation involved, informing the 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 contract dates and inform the relevant activity Manager in order to leave enough time to arrange a renewal or look for some other alternative.
- Any other task delegated by the Finance and Accountancy Manager.
- MSF OCG is currently responding to several needs in South Sudan, in Abyei and in Twic. The mission also has a team for emergency response (SSERU) who are based in Juba.
- The position is based in Juba. The responsibilities include
 - Treasury management; payment of staffs, suppliers and contractors.
 - Recording all the transactions in Unfield.
 - Support Finance and Accountancy Manager in project accountancy review.
 - Regular field support visits and filling the gap of Project Finance Assistant could be required.
- Payments for project expenses through bank is done in Juba coordination Finance. Finance Assistant in collaboration with Accountant will execute the payment, record in the accounting system and do all required reconciliation for project expenses.

Recruitment criteria

Education: Diploma/bachelor's degree in finance or in accounting.

Experience: Essential previous working experience of at least two years in relevant jobs.
Desirable experience in MSF or other NGOs.

Languages: Fluent English mandatory (Writing and Speaking) and Local language is an asset

Skills: Essential computer literacy (word, excel, internet)

Competencies: Results and Quality Orientation, Teamwork and Cooperation, Behavioural Flexibility, Commitment to MSF Principles, Stress Management.

How to Apply:

South Sudanese candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone. **The deadline is no later than March 25, 2024.**

<http://bit.ly/fin-assist>



Only short-listed candidates will be contacted.
Female candidates are encouraged to apply.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

*The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances. If you have any questions or requests, you can contact the **Personnel Development Manager** at the **MSFCH office in Hai Cinema – Juba**.*