

MSF Switzerland (MSF-CH)

JOB VACANCY - FINANCE AND ACCOUNTANCY MANAGER

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 and Accountancy Manager

Number of Vacancies: 1

Location: Juba



Scope of responsibilities:

Coordinating and supervising the accounting of the mission (accounting, treasury, audit procedures, etc.) according to the instructions of the Finance Coordinator, and in compliance with legal obligations and MSF standards and protocols in order to provide quality, reliable and transparent information to the organization on the use and allocation of resources in the mission.

Main tasks:

- Being responsible for quality and timely accounting for the whole mission e.g. cash procedures, bank accounts, receipts and supporting documents, electronic data entry, consolidation of overall mission accounting, monthly closing process and documents, ensuring strict respect of deadlines and strict compliance to MSF guidelines, financial standards and procedures.
- Coordinating and overseeing the monthly and yearly closing of accounts and balance sheet and reporting the mission's accounting statement through monthly reports, in order to verify the evolution of project finances and provide information about them.
- Coordinating and overseeing the payment of tax liabilities in order to comply with legal obligations.
- Coordinating and supervising the conduct of local audits relating to accounting, tax, stock and asset management. Coordinating the external audit.
- Planning and supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required and to improve people's capabilities
- Is the technical reference for any accounting-related issue including compliance with MSF financial standards and procedures, legal compliance, training and support on the MSF accounting software / system.
- When required, briefing all staff involved, on specific accountancy management (Mission Coordination Team, Fin/HR Managers, Logistics Managers, etc).

Recruitment criteria

Education: Essential solid accountancy training and experience-professional accounting qualification.
Desirable University degree in accounting, finance or business administration.

Experience: Essential 4 years previous experience in similar relevant position jobs.

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

Knowledge and Skills: Essential computer literacy (word, excel, internet)
Accounting standards, Desirable accounting software, ERP system knowledge, local laws including Taxation and Financial Act.

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



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.**

<https://bit.ly/Fin-account>



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.***

Approved

