



Approved
[Signature]

MSF SPAIN IS OPENING THE RECRUITMENT OF: ACCOUNTANT

(BASED IN JUBA/ PERMANENT CONTRACT/STARTING WITH 6 MONTHS/Level 6)



In line with our Strategic Orientations we are actively seeking to improve the gender balance in the organization, particularly in the Human Resource and Finance department, and That's why, females are strongly encouraged to apply.

Medecins Sans Frontieres/Doctor without Borders (MSF), founded in 1971, is an international humanitarian organization that provides emergency medical assistance to population in danger in more than 60 countries. MSF has been present in South Sudan for 30 years. Médecins Sans Frontières is an international independent medical-humanitarian organization, which helps populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association. Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.

Main Purpose

Controlling the daily cash/check management, supporting the project accounting staff, overseeing and preparing the projects books in accordance with the Finance Manager's instructions and MSF protocols, standards and procedures in order to provide accurate, reliable and updated financial information.

Main Duties & Responsibilities

- Controls the daily cash and check management and ensuring that all receipts and documentation meet MSF requirements (procedures, deadlines, information, signatures ...). Tracking bills/vouchers, invoices and other running costs and analyzing the related information (costs, service contracts ...) in order to give reliable and updated information.
- Controls cash advances and cashbook movements for each petty cash box, recording all IN and Out transactions, ensuring that cashbox balances always reflect the actual amount of money kept in the cashboxes and investigating any discrepancy. Ensuring strict compliance with cash control procedures for each cashbox / currency (daily cash control, weekly cash inventory and reconciliations)
- Performing currency exchange operations in accordance with the country's exchange rate policy
- Ensuring monthly accounts report in accordance with MSF procedures, checking individual entries and preparing the necessary administrative documents (originals) as a basis for justification and explanation of payments and receipts made.
- Preparing the timely payment of taxes.
- Being responsible for the processing of accounting software peripheral accounting (project and capital) including checking the quality of the mission accounting allocations and their conformity (correct encoding of salaries, following up and matching of internal transfers and advances in the mission, checking invoices and their allocations, preparing payment order documents to be sent to HQ). Analyzing the problems of the cash box discrepancies and giving technical help to find solutions.
- Being responsible for filing accounting documents and their annexes, preparing documents for audits, organizing the scanning of documents, and archiving mission financial documents
- Informing supervisors of any issues / problems that may arise in their job performance.



MSF Section/Context Specific Accountabilities

- Support the ACMA with the intersectional re-invoicing.
- Follow up Suppliers Vendor Balance and advances management for timely closure.
- Ensures documents presented for payment comply with the prescribed procedures on both quality of the documents and proper validation ensured before payment.
- Support the Finance Coordinator assistant with the Mission Contract follow up.
- Ensure electronic filing is consistently done monthly in accordance with the guidelines on electronic archiving.

REQUIREMENTS

- Essential diploma or professional qualification in Accounting / Finance / Business Administration
- Experience in administration and accountability (minimum 1 year).
- Mission and local language essential.
- Essential computer literacy (word, excel)

COMPETENCIES

- Results and Quality Orientation L2
- Teamwork and Cooperation L2
- Behavioral Flexibility L2
- Commitment to MSF Principles L2
- Stress Management L3

HOW TO APPLY

Interested applicants can submit their motivation letters, updated CV, *relevant academic certificates, previous work certificates and nationality ID card.*
Application should be addressed to:

RECRUITER, MSF SPAIN, JUBA.

Submission can be done by E-mail: msfe-juba-recruiter@barcelona.msf.org or

DROP TO MSF SPAIN, ADMINISTRATION OFFICE, JUBA

With clearly written job title and updated contact numbers.

Closing date for submissions: 01/09/2023 at 17:00 hrs.

We thank all applicants for their interest, but **only short-listed candidates will be contacted for the recruitment process.**

Applications once submitted, will not be returned to applicants.

MSF is committed to achieving workforce diversity in terms of gender, race, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply. All applications will be treated with the strictest confidence.

MSF provides a work environment that reflects the values of gender equality, teamwork, integrity and a healthy balance of work and life. MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination.

Done in Juba, 21st of AUGUST 2023.

