JOB VACANCY ANNOUNCEMENT – MSF OCB

Job Title	**Cashier**
Employer	Médecins Sans Frontières - Belgium
Duty Station	**Damascus**
Deadline for applications	6th December 2026
Contract status	Service Agreement for 3 months, with possibility of renewal
Type of contract	Full time
Start Date	December 2026

Introduction about MSF:

Médecins Sans Frontières (MSF) / أطباء بلا حدود is an international, independent, medical humanitarian organization that delivers emergency aid to people in 70 countries who are affected by armed conflict, epidemics, natural disasters and exclusion from healthcare. MSF offers assistance to people based on need, irrespective of race, religion, gender or political affiliation and our actions are guided by medical ethics and the principles of neutrality and impartiality.

We offer basic healthcare, perform surgery, fight epidemics, rehabilitate and run hospitals and clinics, carry out vaccination campaigns, operate nutrition centers, and provide mental healthcare. Our activities include the treatment of injuries and disease, maternal care and the provision of humanitarian aid. Where necessary, we set up sanitation systems, supply safe drinking water, and distribute relief to assist survival.

Check the links:

Médecins Sans Frontières أطباء بلا حدود

Médecins Sans Frontières T-shirt أطباء بلا حدود - م ظ

Main Objective of the position:

Performing cash transactions, verifying supporting documentation, and maintaining records according to MSF standards and local finance policies.

Accountabilities:

- Controlling and monitoring cash payments from the cashbox, and coding and recording cash transactions in the daily cashbook or accounting system.
- Performing daily cash counts and investigating any discrepancies.
- Following up on cash advances and ensuring they are duly settled.
- Carrying out transfer requests between the cash and safe box.
- Checking the validity of invoices, approval signatories, and correctness of account codes.
- Performing currency exchange operations when required.
- Assisting with the preparation of salary payments as required.
- Performing monthly reconciliations before closing the monthly accounts, and managing bank reconciliations and monthly bank statements if applicable.

MSF Section/Context Specific Accountabilities:

- Handling the cash box (payments, encoding, following up with suppliers and staff when needed).
- Following up on opened operational advances, updating records, and maintaining the balance.
- Ensuring that monthly accountancy closure takes place and is controlled with due quality and on time with the support of ACMA.
- Scanning all accounting documents in accordance with set standards and uploading them to the digital desk.
- Monitoring cash advances by ensuring that MSF rules and protocols are followed, and that the amounts advanced are duly refunded.
- Following up on currency exchange and providing updates on the currency situation.
- Forecasting cash needs and communicating the amounts to the HR/Fin Manager.
- Carrying out all accounting tasks and activities, including classifying, preparing, and filing all accounting documents.
- Keeping track of bills, vouchers, and other running costs, and analysing related information (costs, service contracts, etc.) to provide reliable information about mission functioning.
- Ensuring all receipts meet MSF requirements (deadlines, information, signatures, etc.).
- Ensuring the quality of all invoices and documents meets MSF financial requirements in line with policy.
- Guaranteeing quality checks on project accounting, correct encoding of salaries, and follow up and matching of internal transfers and advances.
- Maintaining and updating cashbook movements for each petty cash box, recording all IN and Out transactions, ensuring cashbox balances always reflect the actual amount of money kept in the cashboxes, and investigating any discrepancies.
- Performing other finance-related tasks upon request.

Education	**Essential**: Qualifications or professional diploma in administration or accounting.
Experience	**Essential:** Previous working experience of at least two years in relevant and similar jobs. **Desirable:** Working experience with MSF or other NGOs in developing countries.
Languages	**Essential**: Mission language (English) and Arabic.
Knowledge	**Essential**: Computer literacy (Word, Excel, and Internet)

Application process:

In order to apply for this position, please click on the link below and fill in the application form In **English Language**. Please keep in mind that **applicants must use a personal Gmail Account in order to be able to complete the application form.**

https://forms.gle/kmY3ZVPdZh3Yo77G8

Please submit your **CV and Motivation letter in English,** together with all relevant **work and education certificates**. **Without supporting documents, the application will not be accepted!**

DEADLINE FOR SUBMITTING THE APPLICATION: 6th DECEMBER 2026!

We are an equal opportunity employer; we do not charge a fee for any applications received.

Only short-listed candidates will be contacted.