

Job Announcement (Internally & Externally)

FINANCE AND ACCOUNTANCY MANAGER at MSF SPAIN

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization that delivers emergency aid to people 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.

MSF SPAIN is advertising for the following position: **FINANCE AND ACCOUNTANCY MANAGER** – Full Time.

Requirements for the position	
Education:	<ul style="list-style-type: none"> • University degree in Accounting, Finance or Business administration.
Experience:	<ul style="list-style-type: none"> • Essential: working experience of at least 2 years in similar position OR at least 4 years in the same field. • Experience with MSF and/or other NGOs will be an added value. • Solid accountancy training and experience-professional accounting qualification or Equivalent.
Languages:	<ul style="list-style-type: none"> • Fluent Arabic and English languages are essential.
Others:	<ul style="list-style-type: none"> • Computer skills (Accounting system, Desirable MSF accounting software FFC). • Excel: proficient. • Outlook
Main responsibilities	
Place of work:	<ul style="list-style-type: none"> • Damascus, Syria
Level:	<ul style="list-style-type: none"> • 10
Contract of Employment	<ul style="list-style-type: none"> • Service Agreement for 1 month, renewable.
Main objectives	<p>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.</p>
Main responsibilities and tasks	<p>Accountabilities</p> <ul style="list-style-type: none"> • 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 and weekly reports, in order to verify the evolution of project finances and provide information about them • Being responsible for the financial management of donor contracts e.g. preparing and verifying the financial reports to donors, following up and analysing the need for amendments. Ensuring reporting conditions are met and stakeholders in the mission are informed of their responsibilities (for example, logistics for stock inventory, quotes) • 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, labour, stock and asset management • 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, Administration Managers, Logistics Managers, etc).

Money Administration Procedures:

- Ensure the correct management of coordination team cash boxes (following up advances and keeping records in the advances register, making physical inventories and bank reconciliations, etc.).
- Check purchasing procedures are followed (order forms systematically signed by authorized persons).
- Organize the system for paying suppliers (following up leases etc.).
- Pay salary advances, salaries as set out on pay slips and payment notes duly approved by the Finance Co.
- Pay per diems and security envelopes according to the rules in force.
- Check that MSF staff return security envelopes and settle their various debts before the departure for expats.
- Follow bank account movements for the coordination, in particular checking balances on daily basis and alerting the administrator as soon as a transfer seems necessary.
- Give an initial briefing on money administration to all personnel receiving entitlements (per diem, transportation, etc.) and/or working advances.
- Be responsible for Rental contract renewal process for Coordination & Contracts/MOU follow up for mission.

Accounting Procedures:

- 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.
- Check that expenditures are validated as per the approved procedure.
- Check the conformity of justifications, following MSF rules and the county's specificities.
- Prepare MSF annual audit documents and sending them to HQ.
- When required, briefing all staff involved, on specific accountancy management (Mission Coordination Team, Administration Managers, Logistics Managers, etc).

National Legislation:

- Gather information on fiscal legislation (taxes, customs duties, VAT, taxes on hiring contracts, annual declarations etc.) and transmitting it to the financial coordinator. If necessary and under MCT delegation, undertaking this task in liaison with external consultants.
- Propose any necessary modifications to MSF's rules according to local legislation and submitting them to the financial coordinator and field accountancy in HQ for validation.
- Draw up the necessary declarations and submitting them to the Financial Coordinator for validation.
- Prepare writing procedures of the specific accounting policies of the mission (to be validated in HQ).

Monthly Closure:

Expenditures made within the financial mission:

- Record transactions done at the Coordination into the accounting system (FFC).
- Check all accounts (field and coordination).
- Ensure accountancies of the projects are received on time and checks all required documents are present, as well as cost allocations properly done (project and accounts codes) and make sure the cash inventories match with the Cash Journal balances.
- Check that the expenditures are approved by the appropriate authority.

- Check justification documents and their conformity (order forms, invoices, inventories, etc.)
- Under the responsibility of the financial coordinator, analyze cash box disparities and provide technical assistance for their resolution (proposes reorganizations)
- Send expenditures made for other projects or sections following the procedures in force and allocating them to the different sections' codes.

Expenditures made outside the financial mission:

- Import the monthly non - local expenses in the accounting system.
- In collaboration with Financial Coordinator and Logistic coordinator check MSF Logistics invoices/delivery forms/expatriate allocations in external accounts.
- Provide the definitive update of external accounts and follows headquarters reporting.
- Check and allocate expenditures made by other missions together with the financial coordinator and any other coordinator concerned.
- Authorize in the accounting system the payment of HQ invoices after checking compliance with the procedures.

Specific Coding:

- Allocate expenditure following defined analytic lines.
- Follow and analyze these lines with the financial coordinator.

Monthly Closure:

- Coordinating and overseeing the monthly and yearly closing of accounts and reporting the mission accounting statement through monthly and weekly reports, in order to verify the evolution of project finances and provide information about them.
- Perform the cash and bank checking and check the matching in the accounting system.
- After approval by the Finance Coordinator, closes and sends off the accounts before the 15th of each month to HQ.
- Follow up HQ comments and carries out any required corrections.
- Send the finalized accounts to the field with remarks and an action plan addressing errors observed.

Authorization of HQ invoices:

- Authorization from SAP of the payment of HQ invoices after checking compliance with the approved procedures. with the approval of the Finance Coordinator.
- Follow up the purchases circuit, in compliance with the approved procedures.

Software (FFC):

- Resolve bugs at field or capital level and report incidences.
- Install the latest versions in the field.
- Prepare and diffuse the information required for using these new versions.

Training and team management:

- Be in charge of the accountancy training in the whole mission, i.e. to train the people who have to deal with accountancy and money administration.
- Train on the mission's specific allocation guide.
- Identify errors and helping to resolve them.
- Arrange any necessary replacements.

Evaluation:

- Participates in the technical evaluation of assistants (accountants).

Filing:

- Ensure administrative and financial documents are all properly archived, correctly filed.

Vac#2025004

	<ul style="list-style-type: none">• Ensure and promote confidentiality among the administrative team, particularly in handling personal files and documents. <p>Additional activities:</p> <ul style="list-style-type: none">• Others: The list of duties and responsibilities outlined above is representative and not a complete and detailed list of tasks which may be performed by an employee whose position has been matched to this generic job description.
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HOW TO APPLY:

If you recognize yourself in this profile, we welcome you to send your CV and education certificate through this link:

<https://docs.google.com/forms/d/e/1FAIpQLSdTWI5WvT76stNaLh1MjjlvNErYcRlq8y9MdnmvJO8oF4vGIw/viewform?usp=header>

Only shortlisted candidates will be contacted through their email address.

Closing date: 12th of July 2025.

Important notes:

- **Only CVs in English will be considered. CVs in Arabic or any other language will not be accepted.**
- Incomplete applications (no cv attached, no professional certificate attached) and sharing false information will lead to automatic disqualification.
- MSF is committed to promoting diversity and gender balance within its staff.
- Female candidates are strongly encouraged to apply for this position.
- MSF has a zero-tolerance on conduct that is incompatible with its vision, principles, and objectives, including any demands for money, or favouritism during the recruitment process, and such actions may be pursued through the judicial system.