

**Job Vacancy Announcement**  
(Internally and Externally)

**Cashier – MSF Netherlands**

**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.

<b>Job Family</b>	Finance
<b>Place of Work</b>	Damascus, Syria
<b>Level</b>	4 (Gross salary 870 USD before income taxes and social security deductions)
<b>Contract of Employment</b>	Service Agreement for 3 months, Renewable

**Objectives 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 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, managing bank reconciliations and monthly bank statements if applicable.

**MSF Section/Context Specific Accountabilities**

- Ensure the highest control and security, assisting the Finance Coordinator in the provision of monthly treasury and planning in order to ensure the coverage of daily needs, advances on salaries, payroll, etc.
- Controlling 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)
- Processing the payment to suppliers and keep strict on all documentation involved, informing the Finance Coordinator of any sort of disparity

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Only short-listed candidates will be contacted.***

- Carrying out all cash payment 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 rental contract dates and inform the Finance Coordinator in order to leave enough time to arrange a renewal or look for some other alternative.
- Supporting the Finance Coordinator in translating documents into local language and assisting in meetings upon request.
- Any other administrative task delegated by the Finance Coordinator

#### **Requirements**

<b>Education</b>	<ul style="list-style-type: none"> <li>• Essential diploma in accounting or related certificate</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Essential one year of previous experience in similar jobs</li> <li>• Desirable with MSF or other NGOs, in developing countries</li> <li>• Relevant jobs Experience in accounting (minimum 1 year)</li> </ul>
<b>Language</b>	<ul style="list-style-type: none"> <li>• Essential Fluency in English and Arabic languages</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Essential computer literacy (word, excel, internet)</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Friendliness and Communication</li> <li>• Results and Quality Orientation</li> <li>• Attention to details</li> <li>• Teamwork and Cooperation</li> <li>• Behavioral Flexibility</li> <li>• Commitment to MSF Principles</li> <li>• Service and Orientation</li> <li>• Flexibility</li> <li>• Cross-cultural Awareness</li> </ul>

#### **How to apply:**

***“Important to scan the QR code or click the link below and fill the form for your application to be considered.”***



<https://forms.office.com/e/cF3RBHJ747>

**Only shortlisted candidates will be contacted through their email address.**

Opening Date: 3/8/2025

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Deadline of Application: **9/8/2025 5:00 pm**

Published on 3/8/2025

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