



JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	FINANCE AND ACCOUNTANCY MANAGER
Employer	Médecins Sans Frontières - Belgium
Duty Station	Damascus
Deadline for applications	08 th May 2025
Contract status	Service Agreement for 3 months, Possible Renewable
Type of contract	Full time
Start Date	June 2025

Introduction about MSF:

Médecins Sans Frontières (MSF) / أطباء بل 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 بل حدود](#)

[Médecins Sans Frontières T-shirt أطباء بل حدود - م قف](#)

Main Objective of the position:

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.



Accountabilities:

- 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 analyzing 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).

MSF Section/Context Specific Accountabilities:

- Coordinate the rebilling of expenses with other mission/OCs and timely validate the intermission voucher/Stock transfer vouchers in Unifield based on the supporting documents provided.
- Update the Hawala Bank register.
- Reconcile 14XXX on a monthly basis in consultation with the FAC in HQ.
- Train/Coach accounting team of the mission.
- Provide feedback on the monthly accountancy of the project and coordination.
- Ensure accuracy and completeness of the physical accounting documents on monthly basis.
- Ensure mission accounting documents are scanned and archived in a timely Manner.
- Order payment preparation, followed by validating supplier Invoices in the Accounting software (Unifield)
- Partner follow up; Advance Closure-financial report-Supporting documents-advance request payment.
- Monthly HQ entries validation as per Coordination/projects budget split.
- Salaries preparation-Importation-Mission's specific adjustments and reconcile entries in the Accounting software (Unifield).
- Combine VAT entries in the Accounting Software (Unifield) that should be declared to the authorities.
- Sharing exchange rates with FAC monthly.
- Maintain updated Specimen of authorized signatures for project and Coordination.
- Partner creation of third parties in the Accounting software (Unifield) for the whole mission and activate Expatriation third party and staff when needed.
- Monthly follow-up on the mission's open advances.

Education

- Desirable University degree in accounting, finance or business administration.

Experience

- Essential 4 years previous experience in similar relevant position jobs.
- Essential solid accountancy training and experience-professional accounting qualification.



Languages	Arabic and English are essential.
Knowledge	Essential computer literacy (word, excel and internet)
Competencies	<ul style="list-style-type: none">• People Management• Commitment• Flexibility• Results• Teamwork

Application process:

In order to apply for this position please send your application via following email (msfocb-syria-jobs@msf.org), Write the Subject Line **Finance and Accountancy Manager**. Please sent us your **CV, together with a motivation letter and all relevant work and education certificates**, without supporting documents the application will be not accepted.

Only Shortlisted Candidates will be contacted.

DEADLINE FOR SUBMITTING THE APPLICATION: 08th May 2025.

*We are an equal opportunity employer; we do not charge a fee for any applications received.
Only short-listed candidates will be contacted.*