

MSF-FRANCE INTERNAL AND EXTERNAL RECRUITMENT

MSF is an international, independent medical humanitarian organization that provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. MSF teams are made up of professionals working in health and medical care, logistics, administration, communications, skilled trades – all bound together by the MSF charter and serving people in need. MSF actions are guided by medical ethics and the principles of impartiality, independence, and neutrality. www.msf.org

To support its Coordination Finance department and medical operations in Syria, MSF France is seeking a:

CASHIER

Type of contract: **Service Agreement**
Duration: **3 months, renewable**
Place of Work: **Damascus**
Need: **Up to 45 hours / week**
Start Date: **ASAP**

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

MAIN PURPOSE

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 and 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.

SPECIFIC ACCOUNTABILITIES

- Ensure cashbox balances are maintained accordingly to the finance policies for daily expenses.
- Keep the record and follow with the staffs to close their open advances on time as per the policy.



- Check the documents to ensure they are complete, signed and approved before payment.
- Ensure the transactions are recorded on time in the ledger book and in the accounting system.
- Ensure proper filing system for the accounting binders.
- Cash inventories to be done on daily, weekly and monthly basis to ensure the balances match with the ledger book, accounting system and physical cash.
- Re-checking of the accounting entries on weekly basis to ensure there is no mistakes.
- Performing currency exchange operations when required.
- Support the Finance team during the monthly accounting closing when needed.
- Any other task assigned by the line manager when needed.

REQUIREMENTS

Education	Qualifications or professional diploma in administration / accounting.
Experience	Experience in accounting (minimum 1 year).
Languages	Mission and local language essential.
Knowledge	Essential computer literacy (Word and Excel)
Competencies	Results and quality orientation; teamwork and cooperation; behavioral flexibility; commitment to MSF principles; service orientation; attention to detail; cross-cultural awareness

HOW TO APPLY

Apply by filling in the required information and attaching an updated CV and cover letter (in English only), along with your most relevant diploma for the position at the link below:

<https://forms.gle/2T9CBiKMD3RYCi3N8>

CLOSING DATE 06 OCTOBER 2025/5:00 P.M



**MSF IS AN EQUAL OPPORTUNITY EMPLOYER: WE DO NOT CHARGE A FEE FOR ANY APPLICATIONS RECEIVED.
ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**