

Job Announcement (Internally & Externally)

FINANCE ASSISTANT

Based in Damascus

MSF is committed to promoting diversity and gender balance within its staff, and for that reason, female candidates are strongly encouraged to apply for this position.

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 ASSISTANT**– Full Time.

Requirements for the position	
Education:	Desirable finance, business or administration related diploma.
Experience:	- Essential previous working experience of at least 2 years in relevant jobs. - Desirable experience with MSF or other NGOs in the same field. - Desirable: Working experience in developing countries.
Languages:	- Excellent proficiency in Arabic at native level - Good knowledge of English, both written and spoken.
Others:	Essential computer literacy (word, excel and internet).
Main responsibilities	
Place of work:	Damascus.
Level:	6
Contract of Employment	Service Agreement for 1 month, renewable.
Main objectives	Execute administrative and finance related tasks and follow up of project accountancy to support the Project Finance Manager following MSF standard and procedures, in order to ensure legal compliance and keep a strict control over monetary resources to achieve project objectives.
Main responsibilities and tasks	- Processing payments, ensuring that receipts and supporting documents meet the necessary quality standards - Keeping updated on local laws and regulations and informing the FinCo of any changes or misalignment with the practices in place. Ensuring respect and strict compliance to MSF standards (chart of accounts, quality of documents, guidelines, expense validation procedures, cash security rules, etc.) - Filing and/or scanning hard copies of documents, entering information in the accounting software and performing monthly closing procedures for the journals under his/her responsibility - When requested, acting as backup for other members of the Finance/Accounting Manager or Project Administration Assistants during their absence - The list above is not exhaustive.

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/1FAIpQLSfS9ENZraGPb0l4Qvl-QL1tsS5V4RAsAlbU7NvM20WkITE_9g/viewform?usp=publish-editor



Only shortlisted candidates will be contacted through their email address.

Closing date: 16th November 2025

Important notes:

- Please note that only CVs submitted in English will be considered during the screening process. We regret that CVs submitted in other languages cannot be accepted, in order to ensure consistency in the review process.
- Incomplete applications (no cv attached, no professional certificate attached) and sharing false information will lead to automatic disqualification.
- 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.