

MSF Switzerland (MSF-CH)

## JOB VACANCY – FINANCE ASSISTANT

**Médecins Sans Frontières** (MSF) is an international, humanitarian, non-governmental organisation providing assistance to people in need as a result of natural and man-made disasters, irrespective of race, religion, ideology or politics.

MSF Switzerland (MSF-CH) is currently seeking to employ a qualified candidate for the following position with initial **3 months Service Agreement, renewable**.

- **Position:** Finance Assistant
- **Location:** Damascus, Syria

### **Scope of responsibilities:**

Execute administrative and finance-related tasks, and follow up on project accounting to support the Project Finance Manager in line with MSF standards and procedures. Ensure legal compliance and maintain strict control over financial resources to achieve project objectives.

### **Main tasks:**

- Implement cash management procedures to ensure maximum control and security.
- Process supplier payments, maintain all related documentation, and report any discrepancies to the Administration Manager.
- Handle accounting tasks, including classification, preparation, filing, and entry into the accounting software, ensuring accurate records and reliable financial statements.
- Monitor rental contract expiry dates and inform the Administration Manager to allow time for renewal or alternative arrangements.
- Share administrative information with staff (e.g., posting notices, organizing meetings), support the Project Finance Manager with document translation, and assist in meetings when needed.
- Perform any other administrative tasks assigned by the ACMA or Mission Finance Manager.
- Follow up on cash advances and ensure timely settlement.
- Manage transfers between petty cash and the safe box.
- Verify invoices, approvals, and account coding accuracy.
- Carry out currency exchange operations when required.
- Perform monthly reconciliations prior to account closing.
- Arrange Hawala requests for coordination and projects and record them in UniField.

### **Recruitment criteria:**

<b><u>Education:</u></b>	<ul style="list-style-type: none"><li>• University degree in Finance/Accounting or business administration is essential</li></ul>
<b><u>Experience:</u></b>	<ul style="list-style-type: none"><li>• Previous working experience of at least 2 years in relevant jobs is essential</li><li>• Experience in MSF or other NGOs in developing countries is desirable</li></ul>

<b><u>Languages:</u></b>	<ul style="list-style-type: none"><li>• Fluency in English and Arabic is essential</li></ul>
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<b><u>Competencies:</u></b>	<ul style="list-style-type: none"><li>• Computer literacy (Word, Excel, Internet) is essential, knowledge of Unifield is desirable</li><li>• Results and Quality Orientation</li><li>• Teamwork and Cooperation</li><li>• Behavioral Flexibility</li><li>• Commitment to MSF Principles</li><li>• Stress Management</li></ul>
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## **How to Apply:**

Syrian candidates who meet the above criteria are invited to apply through the below link using a computer or a QR code on their smartphone.

**The deadline is no later than 29/08/2025.**

<https://forms.gle/GJ5QRGSCwxoeiKVV6>

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

At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our staff members. We strive to create workplaces where teams of people with diverse backgrounds, characteristics, perspectives, ideas, and experiences work together for the social mission of MSF to create better outcomes for the patients and the communities we work with.

**We welcome applications from individuals of all genders, ages, sexual orientations, ethnicities, background, religions, beliefs, ability status, and all other diversity characteristics.**

MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including sexual harassment. All selected candidates will, therefore, undergo reference checks.

Candidates are encouraged to apply early, as applications may be screened prior to the vacancy deadline.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your data only for the recruitment process to have all the information and documents necessary to proceed with the recruitment, validation of your application and selection *of the most suitable candidate. Your data will be treated confidentially. Only people part of the recruitment process has access to your data. MSF does not sell your data under any circumstances.*

***No monetary transactions, non-monetary benefits, favours of any kind, or other forms of favouritism will be tolerated in the recruitment process.***

***MSF reserves the right to refuse to hire a candidate who has benefited from such acts.***

Plagiarism (particularly copying and pasting sources without citing them) as well as the use of artificial intelligence to assist in researching and formulating responses to this assessment is strictly prohibited and will result in your exclusion from the selection process.