JOB VACANCY ANNOUNCEMENT- MSF OCB

Job Title	**CASHIER**
Employer	Médecins Sans Frontières - Belgium
Duty Station	Aleppo
Deadline for applications	28th November 2026
Contract status	6 months renewable
Type of contract	Service Agreement - Full time
Start Date	December 2026

Introduction about MSF:

Médecins Sans Frontières (MSF) / أطباء بلا 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 بلا حدود

Médecins Sans Frontières T-shirt أطباء بلا حدود - موظفي

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 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

- filling, scanning, and archiving of financial documents and vouchers per type/register and period.

Requirements:

Education:	**Essential:** Qualifications or professional diploma in administration / accounting.
Experience:	**Essential:** Experience in accounting (minimum 1 year). **Desirable**: experience in MSF or other NGOs in developing countries.
Languages :	**Essential:** Basic working proficiency in English. **Desirable:** Good command of English.

Application process:

In order to apply for this position, please click on this **Link** or scan the quick code (QR) and fill in the application form In **English Language**. Please keep in mind that **applicants must use a personal Gmail Account in order to be able to complete the application form.**

Scan Me!

Before submitting the application, make sure to enter all the required data and upload your CV and other required documents in the dedicated spaces. **Submitting is allowed for one time only**.
DEADLINE: Completed applications must be received by the 28th November 2026.

Due to the urgent need to fill this position, we encourage you to apply immediately, as applications will be reviewed on a rolling basis. Therefore, the vacancy may be closed before the advertised closing date if a sufficient number of candidates is received or if a suitable candidate(s) is found.