

Job Vacancy Announcement (Internally and Externally)

FINANCE COORDINATOR ASSISTANT

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.

Job Family	Finance
Place of Work	Damascus, Syria
Level	7
Contract of Employment	Service Agreement for 3 months, Renewable
<u>Main Purpose:</u> Assisting the Finance Coordinator in the implementation and follow-up of the finance activities of the mission, while executing the accountancy and payment related tasks for the capital, according to MSF policies, standards and procedures in order to ensure documentary traceability as well as compliance with local la-bour and fiscal regulations.	
<u>Accountabilities:</u> <ul style="list-style-type: none"> • Supporting the Finance Coordinator with delegated tasks to ensure proper management in the mission (budget, accounting, treasury, reporting, donors, auditing procedures, legal financial obligations, etc.) including the translation of documents and assisting in meetings upon request. • 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.) • Carrying out delegated accounting tasks and activities for the capital, ensuring confidentiality on all finance issues related to MSF as well as the strict control of all expenditures and the reliability of statements and documentation. • Processing payments, ensuring that receipts and supporting documents meet the necessary quality standards. • 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. • Following up on rental/service contracts and insurances dates and informing the FinCo on time to organize payments and renewals. • When requested, replacing other members of the Finance/Accounting Manager or Project Administration Assistants during their absence. 	
<u>Requirements</u>	
Education	• University degree in finance, business or administration related is essential.
Experience	• Essential to have at least 2 years work experience related to finance.

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

	<ul style="list-style-type: none">• Desirable to have work experience with international organizations or MSF
Language	<ul style="list-style-type: none">• Excellent command of English and Arabic Languages (both oral and written).
Knowledge	<ul style="list-style-type: none">• Essential computer literacy (word, excel and internet).

How to apply:

“Important to scan the QR code or click the link below and fill the form for your application to be considered.”



<https://forms.office.com/e/Q1iVXRRi7Y>

Only shortlisted candidates will be contacted through their email address.

Deadline of Application: **16 February 2025 (Sunday)**

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