



## 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](http://www.msf.org)

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

### FINANCE AND ACCOUNTANCY MANAGER

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

Coordinate and supervise the accounting of the mission (accounting, treasury, audit procedures, etc.) according to the instructions of the Finance Coordinator, and in compliance with legal obligations and MSF standards and protocols in order to provide quality, reliable and transparent information to the organization on the use and allocation of resources in the mission.

#### MAIN ACCOUNTABILITIES

- Ensure MSF finance basics are implemented in the mission and are well followed by all.
- In charge of the overall management of the mission accountancy, including quality checking in the accounting system with the supporting documents.
- Provide monthly feedback regarding the accountancy of the projects and coordination. Ensure recommendations are followed and implemented by the projects and coordination team.
- Consolidate the monthly payroll for the projects and coordination, upload on online banking system for payment after checking the advance report, taxes and all calculations.
- Check the invoices to be paid for the coordination, verify them in the internal system and initiate online banking for corresponding payments.
- Provide regular support:
  - to field finance assistants on finance processes, accounting system issues, etc.
  - to field admin managers on accountancy issues
- Make regular and on demand visits to projects
- Liaise with the HQ-based accounting referent for all accountancy related matter of the mission



- Act as the point of contact for local tax issues with the assistance of external consultants or tax advisors
- Supervise the finance team and replace team members during their absence or holiday.

## REQUIREMENTS

**Education** Essential solid accountancy training and professional accounting qualification  
Desirable University degree in accounting, finance or business administration

**Experience** Essential 4 years previous experience in similar relevant position

**Languages** Good command of English (C1) is mandatory

**Knowledge** Essential computer literacy (Word, Excel, Power Point and Internet)  
Local accounting standards  
Desirable MSF accounting software, ERP system knowledge  
Local laws

**Competencies** People management and development; commitment to MSF Principles; behavioral flexibility; results and quality orientation; teamwork and cooperation

## 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/3cd9WgNcJXBYFHju8>

**CLOSING DATE 26 FEBRUARY 2025 (END OF DAY)**



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