

Médecins Sans Frontières Suisse is recruiting an

# Emergency Finance Coordinator (F/M/X)

**Field-based - 12 months (Renewable)**

To fulfill its mission of assistance to victims of conflicts, epidemics or natural disasters, MSF-Switzerland has created an Emergency Pool, of which members are experienced individuals capable of evaluating a situation, opening, closing and coordinating emergency projects. The post of Emergency Finance Coordinator reports directly to the Emergency Coordinator and to the Emergency Cell (Operations Department at headquarters in Geneva).

The successful candidate is expected to:

- Work in all contexts set by the Emergency cell (Ecell)
- Have the flexibility to work in different positions depending on your profile (Finance and/or HR)
- Work in emergency contexts with regular cells
- Fill gaps in regular projects if/when needed.

## Duty Station

All countries where the emergency desk opens activities, which require an urgent response.

On call, as Emergency Finance Coordinator you should be available within 48 hours for rapid and short interventions. You will part of a core group of medicals, para-medical and support staff responsible for responding to:

- Epidemic outbreaks
- Nutritional crises
- Displaced populations and/or refugees' camps
- Conflict contexts
- Natural disasters
- Exploratory missions
- Short gaps filling in the field on regular missions
- Capacity building
- Assistance to Finance for specific dossiers at HQ in Geneva

## Job Description (but not limited to)

- Participating in the definition of the missions objectives and strategies in collaboration with the E-Coordo, planning, implementing and monitoring the financial operational and budget needs.
- Defining the financial strategy for the mission together with the E-Coordo, assessing and mitigating the financial risks of the mission and ensuring the implementation of a relevant mission organizational set up and a reliable internal control system.
- Ensuring proper implementation and respect of MSF policies and guidelines, ensuring they are aligned with legal requirements and within the national legal framework, and designing or adapting relevant local policies, procedures and tools for optimized management of the mission's financial resources.
- Coordinating and ensuring the efficient management of the treasury including the whole accounting of the

mission, in order to ensure the smooth running of operations at all times and maintaining as much control as possible on security risks.

- Providing regular and adequate indicators to monitor the financial health of the mission and providing relevant cost analysis, regularly monitoring of expenses vs budget, analyzing variances and suggesting corrective actions when needed.
- Being responsible for the management, supervision and development of the finance team, including coaching, training. Sensitizing key executive staff such as coordinators, budget holders and relevant management on financial risks and the extent of their financial responsibilities.

## Your Profile

### Required:

- **24 months of international field experience with MSF including 12 months in a Finance coordination role, who have had at least one mission in an emergency context with MSF Switzerland.**
- Or international field experience from other humanitarian organizations, with 12 months of field experience in emergency contexts in a Finance coordination role and 12 months as administrator Finance and HR. Who have carried out at least one mission in an emergency context with MSF.
- Capacity to quickly evaluate an emergency on ground and to propose an appropriate Finance strategy.
- General knowledge of MSF in emergency management
- Ability to define, coordinate and monitor the implementation and management of finance strategies, policies, internal control, and all financial administrative and legal issues in the mission in line with the context - specifically in emergency context and operational challenges
- Proven skills in budget construction and budget follow-up in an emergency intervention to provide guidance in term of operational decisions
- Ability to set up, recruit, and train the Finance team.
- Proven skills in negotiation, diplomacy, and decision-making skills
- Proven capacity for coordination and organization
- Capacity to work in a volatile, insecure context and deal with stress
- Ability to work as part of a multi-cultural and multi-disciplinary team
- Availability, flexibility, mobility
- Fluency in both French and English

### Preferred:

- Knowledge of Unifield, and strong skills in information technology
- Knowledge of MSF's procedures for Administration and Finance

### Desirable:

- Other languages represent an advantage: Arabic, Spanish, Portuguese

### Terms of Employment

- Field-based contract, fixed-term for one year, renewable.
- Duration of the direct interventions in the field: from 6 weeks to 3 months (certain flexibility is asked in case of needs)
- Per-diem, accommodation, travel arrangements, visa requirement will be taken in charge by MSF

**We encourage applications from people of all genders, ages, sexual orientations, backgrounds, religions, beliefs, abilities, and all other characteristics of diversity.**

**MSF does not tolerate sexual exploitation and abuse, any kind of discrimination or harassment, including Sexual harassment.**

All selected candidates will, therefore, undergo reference and criminal record checks.

### How to apply

Interested candidates should complete their application in English or in French (5MB max) by following the link below:

**<https://msfsuisse-career-talent-soft.com/Pages/Offre/detailoffre.aspx?idOffre=203&idOrigine=502&LCID=1036>**

Please include:

- CV 2 pages. max.
- letter of motivation 1p. max.

**The deadline for applications is 30/04/2024.**  
**The applications will be treated confidentially.**  
**Only short-listed candidates will be contacted.**

For more details on the job offer or MSF, please visit our website: <http://www.msf.ch/travailler-avec-nous/>