

Médecins Sans Frontières - Switzerland

seeks for its headquarters in Geneva a

Finance controller

This person is part of the Finance team, and reports to the Operational Finance manager. However, he/she sits with an geographic operational cell, and also reports to the program responsible of that cell. Each operational cell follows 4 to 6 countries, for an overall budget of 20 to 25 million CHF (16 to 20 million EUR)

Role and Responsibilities

A finance controller is a financial resource person seconded to operations to help the cell with its field support activities. Among his/her responsibilities, for the missions followed within the relevant cell, he/she :

- ❖ contributes to the definition of the operational objectives and strategy by ensuring budgets are realistic and respect financial constraints, supervises the budgetary process throughout the planning cycle
- ❖ oversees mission management with regard to the relevance and effectiveness of the financial means allocated, follows commitments and controls expenses vs approved budgets, analyses costs
- ❖ is responsible for seeking institutional funding and for the quality of financial documents submitted to donors, ensures the close follow-up of institutional grants management and reporting
- ❖ provides technical support to the missions in terms of financial and administrative management, anticipates financial risks and problems that missions may have to deal with
- ❖ ensures the implementation of financial policies and procedures concerning financial management as defined by headquarters, vouches for adherence to the basic rules and quality standards
- ❖ is in charge of the briefing, training and coaching of all administrators (especially finance coordinators) present on his/her missions

Required profile

- University degree (graduate level), preferably in business administration / finance
- Successful experiences in humanitarian aid, on administrator posts for major INGO (preferably MSF)
- Experience of institutional donors grant management, especially multi-donors cofunding
- Experience in management and cost analysis, excellent analytical and reporting skills, rigorous, attentive to detail, good organisational skills and able to prioritise
- Receptive, inquisitive, capacity to question and propose new ideas and pragmatic solutions
- Team player, able to work with multidisciplinary teams in a multicultural context
- Capacity to understand quickly complex technical concepts, learn fast and adapt
- Capacity to take initiatives and decisions, work under pressure, respect deadlines
- Good practise of a field accounting package (preferably SAGA)
- Excellent knowledge of Excel, very comfortable with numbers and financial analysis
- Bilingual French / English required

Employment conditions

- Indefinite contract
- Based in Geneva, with several visits to the field every year
- Start date : 1st March 2012
- Gross annual salary : 90'504 CHF

Please send your complete application (including cover letter, CV/resume, and scanned copies of diplomas and work certificates) by email **latest on Sunday 12th February** to: msfch-recruitment@geneva.msf.org, specifying on the subject line : «**finance controller**».

The applications will be considered with strict confidentiality.

For information on MSF-Switzerland, please check our website : <http://www.msf.ch/>