

Job Profile Administrator Finances and Human Resources

1. Scope of responsibilities

The Administrator is in charge of the finances and administration management of the MSF project as well as the human resources

He/she sets the framework and rules (and performs control checks and analysis), and guarantees their strict implementation. He/she is directly responsible for the quality of accounting, on a daily / monthly basis. He/she is also more specifically responsible of the budget and donors' financing contracts.

She/he provides support to the coordination team in the capital city, the HR managers, administrators and the field coordinators in all aspects related to HRM for international and national staff at mission level. The person in charge plans, directs, supervises and coordinates work activities within the entire HR cycle, including closing down of mission/projects..

In some projects there is one person covering both responsibilities. In some other projects the position is divided in two: one person for the finances and one person for the human resources

1.1. On financial activities

- Ensure sound administrative procedures, financial management, control and disbursement of all project expenses, ensure close follow-up of expenses, do relevant cost analysis and take measures for savings & improvements
- Ensure proper implementation and respect of MSF policies and guidelines, design or adapt relevant local policies, procedures and tools for optimized management of the mission financial resources
- Guarantee the accuracy of the mission accounts, guarantee financial accountability and quality internal & external reporting, according to both MSF standards and donor guidelines
- Responsible for designing the most accurate budget for the mission throughout the budget cycle, ensure means are relevant and proportionate, anticipate changes and challenges and plan accordingly
- Supervision and overall management of all finance staff, both in capital and on the field
- Provide guidance / support & advice / training & coaching to coordinators, managers and all admin / finance staff, in capital and on the field, in all aspects related to accounting, budget and finance, at mission level
- Ensure, in collaboration with Head of Mission, local relationship with donors (fundraising, proposals, reporting), guarantees specifically all matters related to procedures, budget and allocation of expenses
- Supervise all financial reporting
- Assess and mitigate the financial risks on the mission, ensure that reliable internal control systems are in place, and financial ethics is respected within the mission

1.2. On Human Resources Activities

- Implements MSFCH policies and develops management procedures and tools.
- Ensures compliance with legal requirements for all HR issues.
- Determines working conditions
- Makes sure staffing is adequate in every department to respond to operational needs.
- Guarantees framework for a qualitative recruitment process.
- Analyzes compensation policies, government regulations and wage rates to improve compensation plans.
- Studies legislation including resolution of labor disputes.
- Guarantees for a qualitative appraisal and development planning framework.
- Guarantees for an appropriate training framework at mission level.
- Advises and follows-up people's career with all concerned.

- Runs and supervizes conflict management process.
- Proposes improvements in HRM as enhancement of responsibilities, mixture of teams and training.
- Guarantees qualitative end of work processes and application within legal requirements.

2. Operational / Technical responsibilities

2.1. General responsibilities in Finances

- Ensure proper implementation of MSF standard guidelines and procedures (finance, procurement, volunteer's handbook, etc)
- Set-up relevant adjusted policies and procedures for the mission (in collaboration with coordination team and finance controller), and then ensure compliance at any time of the approved:
 1. Purchasing / validation / payment procedures
 2. Bank limits (required joint signatures for checks and bank transactions, minimum necessary balance on account, etc)
 3. Cash security rules (cash holding limits for safe and petty cash, security envelopes, cash movement, currency exchanges, advances)
- Maintain knowledge / ensure compliance with contractual commitments & legal requirements:
 1. Donor guidelines for financing contracts
 2. National tax regulation and other legal requirements from the local government
- Ensure that relevant and reliable internal control systems are in place: monitor and evaluate the strengths and weaknesses of internal procedures, recommend and implement all necessary improvements in order to correct weaknesses, facilitate control over funds, ensure a clear audit trail
- Brief, coach, advise all relevant coordinators / managers / supervisors on all finance / budget procedures and issues, sensitize them on follow-up of project budgets and the specific budget lines under their responsibility
- Ensure confidentiality on all cash / finance issues related to MSF

2.1.1. Accounting quality

- Ensure respect of MSF financial guideline and quality standards
- Review the consolidated monthly mission accounts presented by the finance manager, supervise the quality, accuracy and consistency of the mission accounts (cross-check allocations, refunds & re-invoicing, matching, pending advances, parameters, countercheck cash inventories, solves cash difference / misbalances issues in SAGA, checks and validates ECA and simulation balzacs, etc)
- Ensure monthly closing process is properly done and sent to HQ before 15th of following month
- Perform and supervise performance of regular accounting audits, through regular cross-checks and spot-checks of accounting (cash inventories, cash and advance books, vouchers, support documents and electronic data-entry)
- Control that local filing and archiving in capital of all original accounting and financial documents is properly organized, for easy access and finding at any time for audit
- Perform electronic archiving of accounting in SAGA when necessary, after approval from controller at HQ.

2.1.2. Cash & bank management (treasury)

- Ensure cash is properly and safely managed throughout the mission (storage, petty cash, advances, transfers and payments)
- Manage the main safe (sole key holder) in coordination, bank accounts (main signatory), supervise all country bank relations and bank account activities including negotiations of terms
- Responsible for the treasury : ensure accurate forecast & validate monthly cash request drafted by finance manager before sending to HQ latest on 5th of the month, anticipate expenses to avoid any shortage of liquidity, organize the funds transfers to the field and ensure they are performed in a secure and timely manner
- Identify all possibilities to limit cash flow (maximize check use, encourage payment of suppliers and staff salaries by bank transfers, suggest direct payment of large suppliers by HQ, etc)

2.1.3. Budget control / Financial analysis

- Develop, design or adapt relevant local policies, procedures and optimized tools to improve management of the mission financial resources
- Accountable for preparation and revision of all budgets for the mission, in collaboration with other coordinators, ensure consistency with plan of action, ensure set-up and means are relevant and proportionate, anticipate changes and challenges and plan accordingly
- Ensure close monitoring of expenses, produce & analyze relevant indicators & cost analysis to follow-up expenses, forecast evolutions and optimize costs
- Complete & validate monthly budget follow-ups, ensure relevant explanations and proper analysis of budget variances, raise redflag alerts for overspendings, recommend and take necessary corrective measures for savings or improvements. Ensure distribution, and share comments & analysis with all relevant coordinators and the finance controller at HQ,
- Identify, assess and recommend measures to prevent fraud and mitigate all financial risks

2.1.4. Institutional donors / Financing contracts

- Realize a donor mapping of the country together with HOM, ensure excellent relations with local donors, document funding opportunities
- Ensure proper filing of all documents & information related to donors and financing contracts, ensure relevant parametering in accounting system, prepare allocation tables for finance staff
- Ensure knowledge and respect of donor guidelines
- Ensure proper allocation of expenses to donor budget lines every month before closing, and monthly follow-up of use of donor budgets, propose amendments when relevant.
- Prepare the financial part of all donor reports in the appropriate format (design budget for grant proposals, prepare financial reports), ensure that the finance controller at HQ has checked and approved any contract, budget or report, before forwarding to the donor

2.1.5. Management of finance team

- Overall management of the finance team, both in capital and on the field : organize the team by ensuring optimized distribution of tasks, and relevant job descriptions, supervise planning
- Ensure both support and control of the finance staff as overall technical referent, for any accounting, SAGA, budget, and finance issue
- Organize / perform relevant technical training and coaching for all finance staff in the mission (in particular managers, officers, and administrators – and more particularly junior / first mission administrators) for skills improvement in the areas of accounting, budget, reporting and internal control.
- Perform regular performance evaluation of all staff under direct supervision, identify relevant training needs & opportunities

2.1.6. Communication & Reporting

- Perform regular field visits, write field visit reports
- Participate to coordination meetings, share budget follow-up and analysis with coordination team and fields
- Ensure that the admin/finance part of all required reports is always done and sent to HQ within the required deadlines (monthly accounting and documents / sitreps / budget follow-ups, quarterly and annual reports, financial reports, budgets, etc)
- Check and monitor quarterly “finance fundamentals”, ensure compliance and improvement
- Immediately inform HQ and HoM of any problem or issue arising in the course of the work

2.2. General responsibilities in Human Resources

2.2.7. Administrative and legal framework

- Implement MSF’s policies and procedures in respect of MSFCH Management framework.
- Establishes relationship to staff assuring coherence of MSFCH policies with country legislations and operational objectives of the project.
- Guarantees up-to-date project organization charts at all time including job descriptions for all staff.

- Sets working conditions based on management guidelines and local legislation; staff regulation, health policy, training policy and other applicable policies.
- Supervises safety at work, making sure rules and regulations are respected.
- Makes sure all main HR documents are available, translated and understood by staff at all levels
- Determines salary & fringe benefits according to market benchmarking.
- Follows-up cost of living and elaborates adjustments approving by HQ.
- Makes sure all staff has the appropriate contract and personal files are kept up-to-date at all time.
- Is responsible of adequate entries in Homère and of sending data to HQ.
- Keeps classification & descriptions of functions and management manual up-to-date.
- Supervises registration of employees to Social security & Tax office & related payments.
- Supervises preparation and payment of salaries at the end of each month.
- Produces certificates and other HR documents when needed.
- Ensures all correspondence with partners (authorities, tax offices, Ministry of Labour etc.).
- Answers all questions on International Remuneration Package and other specific procedures for expatriates (Volunteer handbook).
- Supervises all movements of personnel from/to mission/project/home and all related formalities (briefing, visa, accommodation, trial period, extension of mission, early return, etc.).
- Ensures proper accommodation facilities, maintenance and related services for international and relocated staff.
- Participates in budget preparation.

2.2.8. Recruitment & Introduction of new staff

- Makes sure staffing is adequate in every projects and departments to respond to operational needs.
- Participates in the recruitment and decision making process for staffing mission and projects. Ensures quality of recruitment process in collaboration with the field.
- Is aware of various pools of candidates for selection or non-selection.
- Guarantees briefing on staff regulations by international and national staff.

2.2.9. HR Management

- Takes a particularly vigilant position on behavioural issues and equity management.
- Upon arrival at mission is aware of current training and development status of individuals.
- Supervises the appraisal process at mission level
- Ensures development of competencies among HR teams
- Ensures HR policies and procedures are respected by international and national staff.
- Proposes HRM improvements such as enhancement of responsibilities, mixed teams.
- Follows up disciplinary measures and court cases.
- Follows up all social events related to National Staff.
- Follows conflict management and dismissal processes. Participates in the closing-down process with the other coordinators. Ensures all legal obligations are fulfilled

2.2.10. Training

- Adapts training policy to local context where necessary.
- Ensures a complete and followed-up training program
- Ensures communication of general training policy to field projects.
- Analyzes training needs at mission level, conducts training interviews to identify needs.
- Identifies providers, evaluates quality of courses (local health structures, international organisations, other NGOs), proposes training actions and participates where necessary.
- Organizes and participates in the induction course.
- Ensures coherence of individual training needs to be in line with operational objectives.
- Supervises application procedure and makes sure requests receive adequate follow-up at coordination and HQ level. Ensures regular reporting to HQs when inscribing staff members.

2.2.11. Information

- Ensures regular information on HR situation and projects at mission and headquarter (HQ) level.
- Participates in the objective setting phase related to HRM.
- Ensures that HRM decisions (new jobs, salaries, training) are integrated with budget restrictions.
- Establishes a personnel delegates' organisation within the legal framework if not yet put in place.
- Establishes regular meetings with personnel delegates when visiting the field.
- Ensures participation of national staff in project elaboration and decision taking.
- Makes all HR related information available to the staff on a regular basis.
- Establishes and collects information for the monthly HR Sitrep to HQs.

2.2.12. Reporting

- Reports to HRCO, HoM, FieldCo and HR National Staff / *Chargés de Ressources Humaines* (CRH) at HQs all relevant information on HR situation, essential set-up, court cases and updated statistics.
- Ensures regular reporting on HR situation in the project to the other coordinators in the mission.

2.2.13. Other

- Main interlocutor with finance ministry and tax advisor, ensure very good professional relations
- Control compliance of calculation, timely payment and proper filing of all tax-related documents (including exemptions / declarations / support documents / payments)
- Oversee the correct documentation, inventory and protection of the missions' assets
- Facilitate and coordinate external, internal donor or government audits
- Contribute to drafting & updating the evacuation plan (what to do/what to take)
- Any other specific task upon request from the HOM or finance controller