



# Project Finance Manager

From ensuring that finances are available to fund a quick scale-up of operations so that MSF can respond immediately to a natural disaster, through to day-to-day running of the project, as a Project Finance Manager you will provide support to the entire operations, approving project expenditure from medical supplies to logistics materials. You will liaise with the capital office to ensure that the project is run in accordance with local laws and customs in the country. You will also make sure that every department has what it needs to do the best job possible, no matter what happens.

## Requirements

- Minimum of two years' relevant work experience in finance and human resources
- IT skills (Excel, Word, PowerPoint)
- Fluency in English and/or French; any other languages are an asset (Spanish, Portuguese, Arabic, Russian)
- Available for a minimum of six months
- Commitment to MSF's social mission and values
- Strong team player
- Willingness to work in all kinds of contexts worldwide, including unstable areas
- Adaptable and able to work in a multicultural team
- Flexible and able to cope with high levels of stress

- Self-driven with a solution-oriented approach
- Ability to train and supervise others
- People-oriented and diplomatic approach

## Desirable skills

- Degree in finance, business, management or human resources, or a Bioforce diploma, Swiss federal vocational diploma (CFC) or specialized certificate
- Experience working with MSF or another NGO
- Working experience in developing countries
- People management experience



This is an exciting and diverse role involving some or all of the following responsibilities :

- Implement and supervise transactional procedures and systems to ensure transparent accounting practices and full traceability (invoices, receipts, statements, etc.)
- Define and analyse the project budget to ensure that funds are used according to the funding contracts and propose corrective actions if needed
- Implement circuits and workflows, such as management of cash boxes, transfers, advances, purchasing procedures, payment approvals, follow-up of payments, bank reconciliations, etc.
- Ensure the timely execution and control of monthly/yearly accountancy closure, financial reports, audits and all service contracts for the project site
- Ensure that MSF staff with financial responsibilities are aware of and comply with local finance procedures

Depending on our activities and needs, your responsibilities may be adapted and evolve according to the specific projects. You will not face these challenges alone; other MSF team members (both international and locally hired staff) will provide technical support, including comprehensive guidelines and protocols.

## Are you interested in applying ?

For more information on our recruitment criteria and working conditions, please visit [www.msf.ch](http://www.msf.ch).

MSF recruits people from all over the world who want to use their skills to make a difference through effective, relevant humanitarian work.

To deliver our life-saving medical aid in the areas where it is needed most, we rely on a network of medical, paramedical, logistical and administrative professionals. MSF Switzerland is currently coordinating more than 60 projects in 25 countries. Each year more than 500 international staff join 6,000 locally hired staff to provide medical relief in countries around the world.

By joining MSF, you become part of a team made of extremely hard working, committed, skilled and adaptable individuals. You bear witness to situations you see in the field. MSF offers you opportunities to develop your skills, your career and to take on long-term responsibilities within the organization.