

*Médecins Sans Frontières Switzerland (MSF) is recruiting a*

# **Finance Coordinator F/M/X**

**Field-based: Tegucigalpa, Honduras**

**Start date: June 15<sup>th</sup>, 2026**

**Duration: 12-24 months**

## **Context/Main Purpose**

MSF has been present in the Central American region for nearly 50 years, with regular projects and emergencies. This is a regional mission (3 countries), with one centralized Coordination based in CDMX and several delocalized technical support positions, mostly in Honduras.

The mission has undergone very significant growth in the past 2 years, moving from 3 projects to 8 projects and nearly tripling the HR and FIN resources, although 2 projects were closed in 2024 (6 projects remain for 2025). Therefore, the focus operationally is to consolidate operations and refine the ongoing project strategies, focusing on exit strategies, but also focusing on the possible new project cycles.

Our operational priorities focus on the following topics: People on the Move (transit, return, asylum or destination), Violence and sexual violence, Sexual reproductive health, care for sex workers/LGBTQI+/Teenagers, and response to emergencies, in particular dengue.

The work is with a variety of populations but always with a focus on the most vulnerable or marginalized: migrants (women, unaccompanied minors, disabled, LGBTQI, etc.), victims of violence as well as sex workers (including LGBTQI and trans) and for 2025 a new adolescence and SRH topics to be included in San Pedro Sula project specifically.

## **Your Responsibilities**

Under the supervision of the Head of Mission, the specific objectives of the Finance Coordinator are:

- In collaboration with the Branch office finance department (for Mexico), following the legal compliance of finance activities in a highly regulated regional context
- Promoting, if applicable, the mobility strategy of the regional finance team
- Ensuring smooth and efficient implementation and scale-up of finance procedures and activities within future or recently opened projects

The main responsibilities of the Finance Coordinator include:

- Defining, coordinating and monitoring the implementation and management of finance strategies, policies, internal control and all financial administrative and legal issues
- Defining the financial strategy for the mission together with the Head of Mission
- Ensuring proper implementation and respect of MSF policies and guidelines
- In collaboration with the technical referent at HQ, managing the funding agreements with donors e.g. coordinating and preparing proposals and financial reports to donors and managing donor contracts

- Coordinating and ensuring the efficient management of the treasury including the whole accounting of the mission
- 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
- Coordinating and overseeing the monthly and yearly closing of accounts with the aim that the statement reflects the financial reality of the mission.

Depending on our activities and needs, your responsibilities may be adapted and evolve according to the specificities of each project.

You will not be facing these challenges alone—other MSF team members, both international and locally hired staff, will provide technical support, including extensive guidelines and protocols.

## **Your Profile**

### **Required:**

- Degree in Economics, Finance, Business Administration or any other relevant field
- Minimum of 2 years of international field experience with MSF as Finance Manager in multiple contexts. Previous experience as a Finance Coordinator is an asset.  
Or minimum 3 years of international field experience with other humanitarian organizations in finance positions with a management component.
- Proven experience in team management
- Fluency in Spanish and English
- Computer literacy
- Commitment to MSF's work and values
- Strong team player
- Adaptable and able to work in a multicultural team
- Flexible and able to manage stress
- Self-driven with a solution-oriented approach
- Ability to train others
- Responsible behavior that contributes to the safety and integrity of everyone – prevent, report, and refuse any abusive behavior and/or behavior that goes against MSF's values

### **Preferred:**

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

## **MSF offers**

MSF is looking for people residing in the country. You will receive:

- An exciting work experience as your skills will make a difference to the people around you
- Initial training before your first mission
- Detailed briefing on identified project
- Contract for the duration of the mission
- Remuneration (indemnity salary based on previous work experience and country of residency)
- Welfare coverage, such as medical care and vaccination package, accident insurance, including repatriation
- Food and accommodation

- Perdiem (calculated according to local cost of living) to cover daily expenses
- Travel costs and visa administration
- Debriefing and personal career planning as well as training opportunities
- Psychosocial assistance before, during or after mission upon need
- One week of holiday for every three months of mission
- This position is open for Family Mission.

### About MSF

MSF is an equal Employer and does not charge any application/recruitment or training fee. MSFCH welcomes applications from people of all sexual or gender identities and encourages women to apply.

The protection of your personal data is important to MSF. By submitting your application, you consent to MSF using your personal data only for the recruitment process (i.e. receive all the information and documents necessary to proceed with the recruitment process, validation of best applications and selection of the most suitable candidate). Your personal data will be treated confidentially. MSF will not use your personal data in any other way other than for the purposes of this recruitment.

### How to apply

Please apply online through the link below (resume and letter of motivation) :

<https://msfsuisse-career.talent-soft.com/Pages/Offre/detailoffre.aspx?idOffre=289&idOrigine=502&LCID=2057>

***The deadline for applications is 22/12/2025.***  
***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/>