

Médecins Sans Frontières Suisse (MSF-OCG) has a vacancy for a:

Finance Controller – Dakar

Based in Dakar, Senegal with several visits to the missions

Context

This person is part of the Finance team, and reports to the Head of the Operational Finance unit. However, he/she sits with the operational cell based in Dakar, and reports to the program responsible of that cell. The operational cell based in Dakar will follow 4 countries, for an overall budget of 35 million CHF.

Your role and responsibilities

The finance controller is the 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
- Is responsible for the proper management of grants and for the quality of financial documents and reports submitted to donors.
- 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. Propose adjustment of the said procedures to emergency context when necessary.
- Is in charge of the briefing, training and coaching of all Finance Coordinators and Finance managers present in the missions managed by the cell.

Exigences

Education

- University degree (graduate level), preferably in business administration / finance

Experience

- Experience of institutional donors grant management, especially multi-donors co-funding
- Experience in management

Languages

- Fluent French and English.

Requirements & Personal qualities

- 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 and ERP (preferably UNIFIELD).
- Excellent knowledge of Excel, very comfortable with numbers and financial analysis

Terms of Employment

- Field contract, fixed-term of 20 months, 100%
- Based in Dakar, (OCG HQ delocalised function), with several visits to the missions
- Start date: 1st May, 2019
- Salary according to the Swiss salary grid IRP2 (OCG HQ decentralized function) : Level 13

How to apply

Candidates submit their application following the requirements: CV 2 p. max. – letter of motivation 1p. max. – in French or English. **Closing date for application is 15th March 2019.**

[APPLY HERE](#)

The applications will be treated confidentially.
Only short-listed candidates will be contacted.

About MSF and other job vacancies: <https://www.msf.ch/travailler-avec-nous>