

Financial controller, cell 3, based in Dakar (Senegal) H/F

Médecins Sans Frontières - Switzerland seeks for:

Financial controller, cellule 3, based in Dakar (Senegal)

Mission

The financial controller plays a pivotal role between finance and operations and is the contact person in the operational unit (cell) for financial management issues. Beyond his/her technical role, his/her extensive experience and understanding of operations are an asset for operational management.

The financial controller is a member of the operational unit, in charge of providing the support and supervision necessary to achieve the operational strategy.

As a member of both the operational unit and the finance department, the financial controller reports to the Head of Programmes (RP) and Head of the Operational Finance who is his/her technical responsible.

The operational cell 3 is currently following 4 countries for an overall budget of 46 million CHF.

Role and Responsibilities

Among his/her responsibilities, for the missions monitored within the operation unit, the financial controller:

- 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 regards to the relevance and effectiveness of the financial means allocated, follows commitments and controls expenses vs approved budgets, analyses costs
- 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. Proposes adjustment of the said procedures to emergency context when necessary.
- Be in contact with other sections of MSF (in Dakar and Abidjan) to share local and regional information, best practices,
- is in charge of the briefing, training and coaching of all Finance Coordinators and Finance managers present in the missions managed by the cell.
- is responsible for the proper management of grants and for the quality of financial documents and reports submitted to donors.

Professional skills

- University degree (graduate level), preferably in business administration / finance
- Successful experiences in humanitarian aid, at least 2 years as finance coordinator for major INGO (preferably MSF).
- Experience of institutional donors grant management, especially multi-donors co-funding
- Experience in management, in coaching, excellent analytical and reporting skills, rigorous, attentive to detail, good organizational skills and able to prioritize
- 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 practice of a field accounting package and ERP (preferably UNIFIELD).
- Excellent knowledge of Excel, very comfortable with numbers and financial analysis
- Strong interpersonal, written and oral communications skills bilingual French / English

Required qualities

- Excellent organizational skills, and capacities for situation analysis, proposal and decision-making.
- Maturity, open-mindedness, autonomy, sense of diplomacy and good stress management

Terms of Employment

- Open-ended contract (100%) with a moral commitment of three years, renewable once
- Based in Dakar, with several visits to the field
- Start date: February 15th, 2022
- Working conditions: Full-time position (100%), based in Dakar, with frequent trips to mission.
- Contract: indefinite duration, maximum term (mandate) of 3 years renewable once, i.e. a maximum of 6 years. A trial period of 3 months renewable once, i.e. a trial period of 6 months maximum

Remuneration

- An estimate of the monthly net amount for a single person without children is between 2,349,000 XOF and 2,814,000 XOF depending on the valuation of the experience. This estimate is based on the legislation in force in Senegal in the day of the proposal and is only indicative not contractual.
- In addition, there are the following:
 - A 5% contribution (gross monthly salary + monthly allowances) to a supplementary pension system
 - school: for children aged 3 to 18, a maximum annual contribution equivalent to 1,800 euros per year and per child
 - Health coverage
 - Insurance in the event of death or disability
 - And for people recruited while they are resident outside of Senegal, support for moving and settling in Dakar:
 - Airline flight tickets to and from Dakar for employees and their families at the start and the end of the contract
 - Installation package: € 2,500 for a single person and € 3,500 for a family
 - Employee is responsible for all costs relating to his accommodation. Temporary accommodation if necessary, € 600 / month rent for a single person and € 900 / month for a family within the limit of one month, all charges included.

Type de contrat : CDI

Date limite de dépôt des candidatures : 09/01/2022

To Apply: <https://www.msf.fr/en/get-involved/work-with-us/all-employment-opportunities/financial-controller-cell-3-based-in-dakar-senegal-hf>

Médecins Sans Frontières – Senegal