|  |  |
| --- | --- |
| **Title:**  | PROJECT FINANCE MANAGER |
| **Generic Function:**  | PROJECT FIN/ HR MANAGER |
| **Code:** | AM00701 |
| **Level:** | 9 | **(E)** |

|  |
| --- |
| **Position in the Organization** |
|  |  |
| **Reports to (Hierarchical):** | Project Coordinator |
| **Reports to (Functional):** | Finance Coordinator |
| **Job Family:** | HR & FIN |
| **Supervises (Function):** |  |

|  |
| --- |
| **Main Purpose** |
|  |
| Coordinating and supervising the implementation of the Finance procedures tools and ensuring the correct use of Financial Resources at project level according to **MSF** protocols, standards and procedures in order to provide quality, reliable and transparent information to the organization on the use and allocation of resources in the project  |

|  |
| --- |
| **Accountabilities** |
|  |
| * Implementing circuits and workflows (management of cash boxes, transfers, advances, purchase procedures, payment validations, follow up of regular payments, bank reconciliations) in order to anticipate expenses at project level and to optimize cash needs and its security.
* Implementing and supervising transactional procedures and systems in order to ensure transparent accounting practices and full traceability (invoices, receipts, bank statements, etc.), according to **MSF** guidelines and rules, and using the respective software in place.
* Ensuring the timely execution and control of the monthly and yearly accountancy closure, with due quality.
* In close collaboration with the Project Coordinator and the Finance Coordinator, defining, analysing and following-up the project budget, in order to ensure that funds are used according to funding contracts and proposing corrective action if needed.
* Ensuring financial reporting of the Project (Field financial software)monthly closure, sitreps, external donors, etc.)
* In close collaboration with the FINCO, following up all service contracts in project site (premise and vehicle rental contracts, deposits, rent payments, etc.) Ensuring that MSF staff who have financial responsibilities are aware of and comply with local finance procedures, including those related to security .
 |

|  |
| --- |
| **MSF Section/Context Specific Accountabilities** |
|  |
|  |

|  |
| --- |
| **Requirements** |
|  |  |
| **Education** | * Desirable, degree in finance, management (business) or administration
 |
| **Experience** | * Essential, working experience of at least two years in relevant and similar jobs
* Desirable working experience with MSF or other NGOs, in developing countries
 |
|   |  |
|  |  |
|  |  |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

|  |  |
| --- | --- |
| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**