

# INTERNATIONAL FINANCE COORDINATOR

## Job description

**Location:** Any MSF Office

**Contract:** 3-year mandate renewable once – Full time position

**Starting date:** 1 July 2022

**Deadline to apply:** 28th of April 2022

*\* By default, the successful candidate will be offered a contract in the MSF office of their country of residence at the time of application.*

## I. MSF INTERNATIONAL

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organisation that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF offers assistance to people based only on need and irrespective of race, religion, gender or political affiliation.

MSF International is the legal entity that binds together MSF's 26 Institutional Members of which 24 sections, and other offices such as Branch Offices and Satellites. MSF International provides coordination, information and support to the MSF movement, and implements international projects and initiatives as requested.

Within MSF International, the International Office (IO) is the Secretariat of MSF International Board and is under the direct management of the Secretary General.

## II. POSITION BACKGROUND

The International Finance Coordinator (IFC) reports to the Deputy to the International Secretary General and supports the International Treasurer in the delivery of their statutory responsibilities. The IFC chairs and coordinates the international platform of Finance Directors (FinDir) and works in close partnership with the other international coordinators of the International Office, the International President, the Financial Directors and treasurers of all MSF entities.

The IFC leads the International Finance Team, consisting currently of several positions: the Senior International Financial Officer, the International Financial Officer, the International Senior Finance Analyst, the International Finance Analyst and the International Treasury Manager.

## III. OBJECTIVE OF THE POSITION

The IFC coordinates all needed aspects of movement-level financial policy development and strategic financial positioning to ensure that these serve to support the social mission.

The IFC position supervises key international financial processes (International Combined Accounts, different analytical and accountability reports) and leads the FinDir platform in ensuring financial and accounting coherence, transparency and accountability within the movement, through the maintenance of accounting and reporting standards. The IFC position also facilitates and optimizes the exchange of ideas, knowledge and information within MSF, in support of our overall operational goals.

## **IV. MAIN RESPONSIBILITIES**

### **1. Coordination and chairing of the FinDir Platform**

The IFC, with the members of the FinDir platform, will assess the needs for long-term international finance coordination and will actively manage financial priorities.

As such, the IFC will coordinate and chair the FinDir Platform and the International Annual Financial Directors' meetings and will:

1. In collaboration with the FinDir platform, prepare, monitor, execute, communicate, and be accountable for progress made on, the multi-year work plan of the FinDir platform;
2. Follow-up the implementation of recommendations and decisions of the FinDir Platform;
3. Liaise with and represent the FinDir Platform in the Executive Committee (ExCom), the International Board, the Finance and Audit Standing Committee, and any other international platforms as necessary, as well as with the International Treasurer;
4. Provide the necessary coordination and support to International Working Groups on matters related to financial management;
5. Ensure the follow up of existing International Agreements and will pro-actively submit International agreements, policies or mechanisms to deliver on International Executive or Associative platforms requests.
6. Manage the Emergency Funding Mechanism (EFM), together with the Secretary General and the International Fundraising Coordinator

### **2. Ensure and promote financial transparency and accountability**

MSF is a global network made up of many separate organisations, with more than 40 separate but inter-connected legal entities producing their own local statutory accounts.

The IFC is responsible to gather, compile and share financial information as required/relevant, to facilitate and enhance decision-making by providing accurate, relevant and complete financial information. The IFC contribute to ensure mutual transparency and accountability.

The IFC will ensure a constant improvement in the quality, timeliness, and the relevance of international financial and accounting information. In particular, the IFC will coordinate and ensure the production of the International Financial Statements, consolidated forecasts and planning and any other global financial analysis and reports.

### **3. Provide financial advice at international level to maintain good financial governance**

The IFC is responsible for providing financial advice and expertise to other international platforms. As such, the IFC will be requested to provide support and technical knowledge as

required/relevant with the FinDir platform on any international project that has financial impact/implications.

The IFC will provide advice on appropriate strategy and framework for follow-up, in close collaboration with the FinDir Platform and other concerned platforms through their coordinators, and will ensure the link and communication on financial matters with relevant stakeholders.

The IFC is an ex-officio member of the Finance and Audit Standing Committee of the International Board and works in close collaboration with the International Treasurer to enable the correct functioning of this key governance platform.

The IFC chairs and coordinates the Working Group of Heads of Operational Finance and is a member of the International Insurance Steering Committee, and the Tax Working Group.

The IFC is the focal point for international aspects of Institutional Funds portfolio, in coordination with the International Fundraising Coordinator.

#### **4. Treasury management**

The IFC, with their team, oversees the international treasury activities, including tools and processes for the multi-lateral netting of intra-group transactions, developing the international treasury services - cash-pool, forex hedging, among others.

#### **5. Knowledge Management**

The IFC, with their team, is responsible for the maintenance and the content of Knowledge Management tools, paying particular attention to accessibility of updated versions of International Finance Policies, guidelines, official reports and other financial publications.

#### **6. Management and Responsibilities**

- The IFC will supervise the International Finance Team;
- The IFC will attend and contribute to the IO Management Team meetings;
- The IFC will attend and contribute to the IB Finance and Audit Standing Committee meetings;
- The IFC will ensure that active role and participation are maintained within their team towards MSF movement topical debates and discussions;
- The IFC will pro-actively propose field support through direct field visits as needed by the Operational Centers, especially during big emergencies.

### **Job requirements**

- Solid combination of financial training and experience in financial management in an international environment, preferably with international consolidation experience; Relevant financial and / or accounting certification is a strong additional asset.
- Experience with large global organizations, with in-depth knowledge of NGO's functioning, governance and financial structure; Field experience is an additional asset.
- Strong interpersonal, organizational and project and change management skills and ability to interact with a broad range of actors in a diplomatic and efficient manner;

- Strong organisational skills, able to work with strict and sometimes narrow deadlines; Ability to work effectively under pressure, displaying sound initiative and judgment;
- Ability to develop, comprehend, effectively apply, and successfully communicate complex information to enable decision-making, understanding, commitment, and alignment;
- Ability to set priorities and be self-directed; Demonstrated excellent problem-solving abilities and flexibility;
- Self-motivated & enthusiastic;
- Demonstrated management and team building skills; Ability to delegate, motivate and create and maintain high performing teams;
- Fluent in English. French and other languages an asset;
- Computer literacy: excellent command of Excel a must, strong drive for improvement and innovation; SAP Financial Consolidation knowledge an asset;
- Regular travel necessary (mainly within Europe).

**Only shortlisted candidates will be contacted**

**At MSF, we are committed to an inclusive culture that encourages and supports the diverse voices of our employees. We welcome applications from individuals of all genders, ages, sexual orientations, nationalities, races, ethnicities, religions, beliefs, ability status, and all other diversity characteristics.**

[Apply here](#)