

FINANCIAL CONTROLLER

Position: Financial Controller
Location: Any MSF Office
Contract: Permanent position - 100%
Starting date: August 2022

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 International Secretary General. MSF International also provides administrative support to the MSF Access Campaign (AC) and other intersectional shared services such as the International Contracting Office (ICO).

II. POSITION BACKGROUND

The Financial Controller is a member of MSF International Finance Department and reports to the Finance Manager of MSF International.

The objective of MSF International Finance Department is to ensure that MSF International funds are used adequately in accordance with our accountability principles and to enable the optimal use of financial resources.

III. OBJECTIVES OF THE POSITION

Working closely with the Finance Manager, and in some occasion directly with the Director of Resources of MSF International, the Financial Controller handles and analyses financial data, but also data from HR and related to environmental impact.

In this capacity the Financial Controller:

- Works with Budget Holders to prepare their budget and consolidates budgets into one overall budget for MSF International;

- Supports the Budget Holders in planning, forecasting and cost tracking;
- Upon request, supports financial evaluation of projects, examining and evaluating their cost-efficiency;
- Develops financial analysis and financial reports, implements and monitors KPIs;
- Maintains and improves IT tools.

IV. RESPONSIBILITIES

The Financial Controller responsibilities are:

Budgeting/Forecasting

- Provide support and technical training to Budget Holders to build their budget including projections and financial simulations;
- Conduct regular meetings with Budget Holders to ensure that they are tracking costs, to understand their activities and challenges, and anticipate financial needs;
- Design and/or improve tools to develop MSF International annual budget, mid-year budget review, and multi-year projections.

Reporting and analysis

- Prepare regular financial analysis and monthly reporting on actual results compared to Budget and prior year;
- Prepare support materials for financial presentations to various platforms;
- Support the HR team in developing HR indicators and analysis, and prepare the Full Time Equivalent (FTE) reporting;
- Support on other reporting and ad hoc analysis as required (for e.g., carbon footprint and cost efficiency metrics for travels).

Management tools / IT systems

- In collaboration with the Finance Manager, implement new BI software for budgeting and monthly reporting (identification, roll out, and administration);
- Development of other tools for processing and analysing management data;
- Participate to the implementation of different Dynamics 365 modules or complementary software's (for e.g., expense management, dematerialization).

Support to Accounting & Control

- Participate to monthly and annual closings (accruals, analytic allocations...);
- Contribution to the internal control system (ICS);
- Liaise with auditors when necessary;
- Other responsibilities may be delegated to the Financial Controller depending on workload in support of the Finance team.

V. PROFILE REQUIREMENTS

- Genuine interest in and commitment to the humanitarian principles and challenges of MSF;
- Master's degree in Finance or equivalent academic degree;
- At least five years of experience in a similar position;
- Proficiency in financial planning, analysis, and reporting;

- Outstanding organisational skills with the ability to meet deadlines;
- Excellent interpersonal and communication skills, ability to work with senior managers and advise on financial matters;
- Self-driven, positive, flexible and resilient with a hands-on approach;
- Ability to deal with confidential information;
- Strong computer literacy, including expertise in Excel (preferably with VBA), good knowledge on ERP and BI systems (Dynamics 365 and Power BI an asset);
- Excellent written and oral communications skills in English, good level of French, another language is an asset.

Apply here