



Médicos Sin Fronteras en México A.C.

is looking for

Head of Finance Full Time Mexican contract

Doctors without Borders, MSF is an international medical-humanitarian organization that helps the precarious populations and the victims of natural or human catastrophes and armed conflicts, without discrimination based on race, religion or political ideology.

MSF is present in more than 72 countries, with about 465 projects underway. We have more than 6.3 million partners and collaborators around the world and we have more than 40 years of experience in medical and humanitarian action. The work of MSF was recognized by the Nobel Peace Prize in 1999.

MAIN PURPOSE

Medicos Sin Fronteras en Mexico A.C. is looking for an experienced Head of Finance for supporting a dynamic growing office. Reporting to the Executive Director of MSF CAMINO (Central America and Mexico Integrated Office) and to his/her committed, fabulous and enthusiastic team.

The Head of Finance is member of the Management Team (MT) and uses his/her well-honed financial acumen and analytical skills to participate in organizational decision-making ensuring compliance with legislation and international organizational standards, while providing innovative alternatives and creative solutions with a view to advancing the vision outlines in MSF en Mexico A.C.'s strategic directions and the plan of action for MSF Mexico-Honduras mission. It is located at the crossroads between institutional and operational finance of MSF in the region.

In summary the HF enables MSF en Mexico A.C. and MSF Operational Center Geneva (OCG) and Barcelona (OCBA) missions to achieve their objectives by:

- Liaising with the Executive Director (ED) and Heads of mission in the oversight of all finance matters
- Ensuring that the finance component meets the highest MSF standards and considers the legal / fiscal requirements of Mexico
- Ensuring an effective budget management.
- Defining and implementing appropriate financial tools in order to reinforce the capacity of the office to meet its objectives and optimize the available resources,
- Mitigating the financial and resource risks,
- Supporting the development and review of the multi-year strategic plan with a special focus on ensuring a proper correlation between plans and resources allocated,
- Supporting the teams of MSF Mexico-Honduras mission through her/his financial knowledge and experience.

ACCOUNTABILITIES

Construction of MSF Central America and Mexico Integrated Office (CAMINO)

- Together with MSF Operational Center Geneva (OCG) headquarters and the Mexico-Honduras mission, ensures a smooth transition of responsibilities from the desk to CAMINO.
- Together with teams from MSF OCG, MSF OCBA and other CAMINO partners, elaborates a new model for MSF finance in Mexico and America Central, based on CAMINO operational framework.

Finance

- Member of the Management team: contribute to the strategic plan of CAMINO and MSF OCG regional mission; provide financial perspective; stimulate reflection and debates; participate to the overall management of “MSF en Mexico CA”.
- Implementation of Financial policies: propose and monitor financial policies and procedures, ensure robustness of the financial system and tools according to MSF norms.
- Budget management: Ensure proper budget planning (realistic and respect financial constraints) and follow-up (follow commitments and control expenses vs approved budgets, analyze costs) with other departments of CAMINO and MSF Switzerland regional mission. Coordinate and animate the full budget process; ensure compliance of reporting to MSF OCG, MSF international, and donors.
- Production of quality accounting and financial information: ensure accounting activities and tools are well organized and maintained; prepare the annual accounts as per Mexican legislation and MSF norms, coordinate the annual full audit, present annual budgets and regular forecasts to various audiences: CAMINO Steering Committee, CAMINO Management team, MSF Switzerland Headquarters; underline and share financial issues for debates and decisions; support the Executive Director with sound financial analysis.
- Final accountable for submission of all financial reports and other administrative registrations to the Mexican authorities and donors by complying with regulatory requirements and procedures in a timely and accurate manner (such as tax declaration, financial reporting and reporting linked with the status of “donatoria autorizada” but not only limited to these)
- Intersectional relationship within MSF movement: act as representative of MSF Mexico and Central America within MSF international platforms; participate in the strategic reflections regarding finances
- Direction of the Finance department: Elaborate an annual (multi-year) action plan for the department; prepare the departmental budget monitoring; lead and develop employees, ensure good information flows within the department and with other departments.
- Support to the teams of OCG regional mission: Provides technical support to the missions in terms of financial and administrative management. Is in charge of the briefing, training and coaching of all Finance managers present in the missions managed by CAMINO.

Risk Management & Legal Compliance

- Internal control systems: implement an adequate control environment for accounting and finance including cash management and treasury; participate to the risk management process; contribute to the good management of the organization.
- Legal compliance: Assure establishment and compliance with internal procedures and international and domestic requirements related to: banking, fiscal obligations, and security of MSF en Mexico A.C.’s data (GDPR). Anticipate changes in legislation .and proactively propose/reflect in MSF practice
- Ensure the quality of the contracts (internal and external) with the office making sure they meet the legal requirements, standards and protect the interests of MSF en Mexico A.C.
- Be the focal point for general queries related to legal matters.

REQUIREMENTS

REQUIREMENTS	ESSENTIALS
EDUCATION	<ul style="list-style-type: none">• A recognized certification or degree in Finance relevant for the position such as:• Diploma of Expert in Finance or Accounting,• Certified Professional Accountant or equivalent title,• Master’s in business administration or equivalent in relevant fields.
EXPERIENCE	<ul style="list-style-type: none">• Minimum 8 years of experience in Finance and Administration, including at least two years at a senior level, preferably in an INGO, or equivalent combination of education and experience.

	<ul style="list-style-type: none"> • Experience and knowledge of Mexican accounting and tax environment and/or experience and knowledge of MSF functioning and financial structure • Experience and/or knowledge of management of an organization with the status of "Donatoria Autorizada" in Mexico is a plus.
LANGUAGES	<ul style="list-style-type: none"> • Fluency in English and Spanish are essential; excellent communication and presentation skills with a capacity to influence.
KNOWLEDGE	<ul style="list-style-type: none"> • Essential computer literacy (word, excel and internet)
COMPETENCES	<ul style="list-style-type: none"> • Commitment to the values, principles and objectives of MSF. • Results-oriented with proven expertise in developing and managing large budgets, financial reporting, auditing, automated financial systems, compliance, establishment of internal controls, designing and implementing processes to increase the efficacy of a growing organization. • Rigorous thinking, able to balance the big picture and maintain necessary attention to detail. • Ability to anticipate and resolve problems in a timely manner. • Experience in successfully leading and managing team, enhancing motivation, development and performance via constructive feedback and ensuring strategic alignment with organizational goals. • Able to ensure and maintain a good communication and work collaboratively with the different departments that are part of this great organization.

CONDITIONS OF THE POSITION

WORK PLACE: Mexico City and availability to travel.

GROSS MONTHLY SALARY: \$56,000 MXN (plus 13th month)

BENEFITS: Benefits superior to those of the law.

TERM OF CONTRACT: 3 years

HOW TO APPLY

Please send your CV + motivation letter (in english) to:

msfch-mexico-recruitment@geneva.msf.org

Deadline to receive CV + motivation letter: Sept 6th 2019

Notes:

- MSF will only take into account the candidates that send both requirements (CV + motivation letter)
- Please, in the e-mail subject write MX Name+Surname + Head of Fin
- CV maximum 3 pages.