

## AS01100

### FIN/ HR ASSISTANT

Level 6

#### REPORTS TO (HIERARCHICAL)

Administration Manager

#### REPORTS TO (FUNCTIONAL)

Administration Manager

#### JOB FAMILY

HR, Finance, Administration

#### MAIN PURPOSE

Execute administrative tasks and do follow up of project accountancy, according to administration manager's indications and **MSF** procedures, in order to ensure legal compliance and keep a strict control over monetary resources.

#### ACCOUNTABILITIES

- Execute administrative and legal related tasks, under supervision of the Administrator Manager, checking payroll calculations and updating personal files in order to ensure accuracy, compliance and on time payments.
- Implement cash management procedures in order to ensure the highest control and security, and ensure cash availability.
- Prepare employment contracts in conformity with legal requirements including specific amendments when necessary in order to ensure local labour and fiscal law compliance.
- Enter data into the HR database and personal files and keep them up-to-date in order to facilitate HR processes management.
- Update Social security & Tax office employee files in order to meet legal requirements and duties.
- Draw up monthly pay slips for all staff, editing and updating the necessary data, in order to ensure the punctuality and accuracy of staff payroll.
- Draw up the final pay slip and employment certificate at the end of a contract in order to meet legal requirements while defending **MSF** 's interests.
- Follow up all expiring rental contract dates and inform the Administration Manager in order to leave enough time to arrange a renewal or look for some other alternative.
- Assist the administration manager in the prevision of monthly treasury and planning in order to ensure the coverage of daily needs, advances on salaries, payroll, etc.
- Process the payment to suppliers and keep strict on all documentation involved, informing the administration manager of any sort of disparity.
- Carry out all accounting tasks and activities in order to ensure strict control of all expenditures and the reliability of statements and documentation.
- Make all administrative information available to the staff (posting, meetings, etc.)
- Classify and prepare all accounting pieces as requested by the Administration Manager.
- File the accounting documents and enter the accounting pieces in the accounting software, with the support from the Administration Manager and/or the Accounting Manager (ACMA).
- Support the Administration Manager in translating documents into local language. Assists the Administration Manager in meetings upon request.

#### EDUCATION

Desirable finance, business or administration related diploma.

#### EXPERIENCE

- Essential previous working experience of at least two years in relevant jobs.
- Desirable experience in MSF or other NGOs in developing countries.

