

JOB DESCRIPTION

Department: Finance and Administration Unit

Position: Head of Finance and Administration

Reporting to: General Director

Starting Date: Early September 2018

Contract Term : Permanent

MSF Korea is looking for an experienced Head of Finance and Administration for supporting a dynamic growing office.

DESCRIPTION OF THE ORGANIZATION

Médecins Sans Frontières (MSF) opened its office in the Republic of Korea in 2012, based in Seoul. The MSF Korea office focuses on four key pillars: (1) recruitment of skilled Korean medical and non-medical staff to dispatch to MSF field projects, (2) communications to the Korean public on global humanitarian crises and urgent health emergencies, (3) outreach to Korean stakeholders and policymakers in support of international community engagement and action, (4) and fundraising from Korean donors to directly support MSF medical humanitarian activities.

PURPOSE OF THE POSITION

Reporting to the General Director, MSF Korea seeks a Head of Finance and Administration (HFA) for leading the strategic direction on Finance and Administration.

The Head of Finance and Administration leads a team composed of Finance and Accounting Controller, and Admin Officer in close interaction with others departments.

The HFA is member of the Leadership Management Team (LMT) 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 Korea's strategic directions.

In summary the HFA enables MSF Korea to achieve its objectives by:

- Liaising with the General Director (GD) in the oversight of all finance and administrative matters,
- Ensuring that the finance component meets the highest MSF standards and takes into account the legal requirements of the Republic of Korea in order to manage the MSF Korea budget most effectively,
- Defining and implementing appropriate financial tools in order to reinforce the capacity of the office to meet our 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,
- Overseeing specific files as delegated by the GD.

MAIN DUTIES AND RESPONSIBILITIES

Finance

- Ensure proper budget planning in line with MSF Korea strategic direction,
- Ensure a qualitative budget follow up in conjunction with others department and enable effective resource allocation decisions,

- Analyze financial data, makes forecasts, risks analysis, and appraises MSF Korea's financial position, issuing periodic update or reports on financial stability, liquidity, and growth to the LMT,
- With the management team, identify any significant discrepancies between the budget and actual expenses and pro-actively suggest any necessary corrective action,
- Develop, implement, review and strengthen financial policies on internal controls and operating procedures,
- Leading the preparation of financial statements, financial analyses and managerial reports, correcting projection accordingly when appropriate,
- Oversee and direct treasury, audit, tax, accounting, and long-range forecasting,
- Responsible of the preparation and issuance of the financial section of MSF Korea's annual report and other public information tools to present MSF Korea's financial results and practices in a transparent manner to the board, treasurers, Korean authorities, donors and the general public,
- Final accountable for submission of all financial reports and other administrative registrations to the Korean authorities and / or MSF movement by complying with regulatory requirements and / or MSF internal standards and procedures in a timely and accurate manner (such as tax declaration and financial reporting but not only limited to these)
Foster consistent improvements to all MSF Korea's financial processes and evaluates financial project reports,
- Leading MSF Korea's response to reviews or audits by external agencies. Oversees annual audits (national and international) to assess effectiveness of controls, accuracy of financial records, and efficiency of operations, all in compliance with MSF International Accounting Standards, Korean Legislation, and Generally Accepted Accounting Principles (GAAP),
- Proactively liaise with other MSF offices to ensure, when possible, compliance and harmonization with best practices,
- Supervise accurate accounting records,
- Ensure the accurate and timely annual closure of the accounts and production of the Statutory Accounts,
- Supervise the annual audit and reporting for MSF International into the MSF Combined Accounts.

ICT & Administration

- Oversee the smooth running of MSF Korea's administrative support services including reception, travel, purchasing and inventory, event support, records, volunteer management, and all physical aspects of the office and related infrastructure, maximizing utilization of services and equipment,
- Ensure the proper management of MSF assets,
- Organize adequate insurance coverage for all general office needs, including office, general liability, travel, staff indemnity and ad hoc events,
- Oversee the delivery of ICT support and services for the MSF Korea office.

Risk Management & Legal Compliance

- Assure establishment and compliance with internal procedures and international and domestic requirements related to: banking, segregation of duties, and security of MSF Korea data (GDPR and PIPA),
- Anticipate changes in legislation and proactively propose/reflect in MSF practice,
- Manage preparation of statutory administration reports to the authorities including: annual activity report and annual plan to MoH,
- Ensure the quality of the contract issued by the office making sure they meet the legal requirements, standards and protect the interests of MSF Korea,
- Be the focal point for general queries related to legal matters.

Others

- Undertake other ad hoc tasks as required by the GD,
- Contribute to the MSF movement by participating in specific working sessions and dossiers,
- Actively contribute to the anchoring of MSF in Korea and within the MSF movement.

QUALIFICATIONS AND JOB REQUIREMENTS

Education and experience

- Degree in a related field (e.g. Business Administration, Commerce, General Management) or equivalent.
- Professional accounting designation is preferred.
- Between 8 and 15 years of progressive 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.
- Having experience and knowledge of MSF functioning and financial structure is a plus.

Values and Competencies:

- Commitment to the values, principles and objectives of MSF.
- Fluency in English and Korean are essential; Excellent communication and presentation skills with a capacity to influence.
- 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.

APPLICATION

Dynamic candidates with relevant qualifications who are interested to apply may submit a letter of motivation and CV, including 3 professional references to: recruit@seoul.msf.org
Only electronic applications in English will be accepted.

Application without a letter of motivation will not be considered.

Applicants will be screened as they apply, and the post will close on **August 10, 2018.**

We thank you for your interest; kindly note that only shortlisted candidates will be contacted.

Special Notes:

This Job Description is only a summary of the typical functions of this position and not an exhaustive or comprehensive list of all possible job responsibilities and duties. Accordingly, the responsibilities and duties of the jobholder might differ from those outlined in this Job Description and the other duties, as assigned, might be part of the job due to the organizational and operational needs.