

Job Title

TIC Finance and Data Administrator

Impact Statement

The TIC Finance and Data Administrator is part of the Transformational Investment Capacity administration team. They collaborate closely with the MSF International finance team to ensure timely and accurate tracking of financial information and grant payments. They provide administrative support across the TIC team with document and data management.

Key Responsibilities

- Coordinating grant agreements and payments for approved TIC projects with the sponsoring section and international office.
- Maintaining accurate records of budgets and payments and reviewing yearly actuals from each project.
- Supporting with document and data management following each Selection Committee cycle.
- Ensuring accurate data management tracking and maintaining an updated data model.

Job-Specific Competencies

Coordination of TIC financial tracking and processes, in close collaboration with MSF International Finance team (approx. 50%-time commitment with joint oversight from International Office and TIC)

- Review formal cash advance requests and coordinate grant agreement processing and payments to MSF Sections after TIC approval, including allocations, receipts and annual balances.
 - Reconciliation of grants in balance sheet, cash disbursement and execution per project
 - Grant agreement processing
 - Cash advance disbursement, processing, booking and reconciliation
 - Creation and maintenance of an internal follow-up reporting tool
 - Maintenance of accurate and relevant financial records, documentation, and recording TIC project budget reports
- Coordinate and review annual financial reports from each project to confirm expenses at the closure of each fiscal year.
- Work with the International Office to ensure accurate reporting for annual financial statement and audit.
- Provide a high level of service in responding to questions from the project teams and international office on TIC project finances.
- Communication with International Office will be in French.

Coordination and support of the TIC project portal and data tracking (approx. 40%-time commitment with oversight from the TIC)

- Ensure up-to-date knowledge sharing, access to applications, project documents, etc., as well as full transparency for the TIC program.

- Ensure project documents are organized and archived on the TIC Project portal following each Selection Committee cycle.
- Review data model to ensure updated and accurate project and financial information.
- Work closely with TIC team to ensure accurate and timely completion of knowledge management tasks.

Administrative support (approx. 10%-time commitment with oversight from the TIC)

- Provide administrative support for the TIC portfolio as required, including support with scheduling meetings and system access administration.

MSF Transversal Core Competencies

- **Commitment to MSF's Principles; Level 1:** Demonstrates knowledge of and accepts MSF's principles
- **Cross-Cultural Awareness; Level 3:** Demonstrates an integrating attitude
- **Planning and organization; Level 3:** Follows up, plans activities, and sets priorities
- **Results and quality orientation; Level 3:** Improves performance and sets ambitious and realistic goals
- **Teamwork and cooperation; Level 2:** Shares information and coordinates with team and/or others
- **Analytical thinking; Level 2:** Identifies basic relationships
- **Service Orientation; Level 3:** Anticipates clients' needs

Knowledge and Experience

- Advanced knowledge of Microsoft Office suite programs, including Outlook, Word, PowerPoint, and Excel, including working with large datasets and complex spreadsheets.
- Proven experience in accounting and audit: booking, payments, reconciliations, etc.
- Experience in Financial Project Management in NGOs or grant-making organization is desirable.
- Demonstrated administrative and project support skills in a professional capacity
- Demonstrated high level of organization and attention to detail
- Demonstrated interpersonal communications skills
- Experience with Swiss GAAP FER is an asset
- Experience with ERP Dynamics 365 Finance is an asset

Education, Certifications, and Languages

- Fluency in spoken and written English and French

Working Conditions

- Work is generally carried out during the day, Monday to Friday (8:00 a.m. to 4:00 p.m. Eastern Time), evenings or early mornings may be required depending on time zone
- Hybrid work model (40% in MSF Canada office per week)
- Office environment is open concept, and workspace is shared with colleagues
- Workstations consist of sit/stand desks, anti-fatigue floor mat, swivel chair, laptop with dock and double monitor

Job Information

Position Level: Individual contributor

Department: Executive Director's Office / Transformational Investment Capacity

Position Status: Permanent

Activity Rate: 100% (37.5 hours per week)

Location: Toronto or Montreal

Salary Grade: Level 12 on the MSF Canada Salary Grid, \$58,410.00 per year (non negotiable)

Status: Must be legally authorized to work in Canada; MSF Canada is not in the position to support a work permit process for any applicant outside of Canada.

Benefits: Starting 4 weeks' vacation/year, flexible work hours, Health Spending Account, Lifestyle Spending Account, group insurance (Life, Dependent Life, AD&D), Peace of Mind plan (i.e. prescription drugs, accidental dental, hospital care, etc.), 5% RRSP contributions (no employee contribution required), annual professional development budget, Employee and Family Assistance Program (EFAP), internal psycho-social resources, and a positive and innovative office culture grounded in our core values of humanity, integrity, and results.

Additional Information

MSF Canada is a people-focused humanitarian organization that is proud to offer a diverse, collaborative, and inclusive work environment. We strongly believe this approach enhances our work and we're committed to equity in employment. The organization seeks to attract and engage the best professionals to join and maintain meaningful, productive, and lasting work relationships. We embrace diverse motivations and backgrounds of people working together to exhibit their passion in action for the social mission of MSF.

MSF Canada acknowledges the existence of systemic racism and oppression and is committed to sustaining and strengthening its anti-racism and anti-oppression (AOAR) efforts. As MSF Canada continues to grow and strive to remove barriers in its offices in Canada and in MSF work environments abroad, we welcome applications from individuals with unique experiences of intersectional oppression on the basis of their social markers such as their ethno-racial identity, age, gender identity, education, socio-economic status or place of origin. We encourage Black, Indigenous, People of Colour, LGBTQIA2S+ people, individuals living with disabilities and any individual deserving equity to apply.

In line with MSF's December 2021 pledge to reduce our carbon emissions by 50% by 2030, compared to our 2019 baseline, we encourage everyone to embrace and embed sustainable and climate-friendly practices. Applying a climate and planetary health lens will help us improve our operational impact. Facing climate change and environmental degradation through our operational activities by focusing on mitigation and adaptation will decrease our dependency on fossil fuels, reduce our ecological footprint and help protect human health. Everyone, at all levels, with all skill sets is needed to address the global threat of climate change.