General Table Technical Skills

Technical Skill

Level 1

Under Supervision

Applies policies and tools, implements processes with few mistakes and regular supervision

For more info please consult

Level 2

Autonomous

Implements policies, tools and processes autonomously with no major mistakes. Proposes improvements. Calls for assistance when needed. Little supervision required

Level 3

Master

Masters the subject fully. Is able to implement the necessary policies, tools and processes independently with little assistance and major mistakes. Proposes improvements. Provides support to colleagues. No supervision required

Level 4

Expert

Is able to implement all the necessary tools independently with no assistance or major mistakes. Proposes improvements. Is the referent person, required for his/her expertise

Money/Cash Management

Level 1

UNDER SUPERVISION

Familiar with project cash tools and procedures. Able to apply them with rigor

Able to detect cash discrepencies

Able to manage several currencies

Level 2

AUTONOMOUS

Sound knowledge of project security/cash guideline/procedures (transfers, keeping money, ...)

and able to implement them

Able to analyse cassh discrepancies and to propose solutions

Level 3

MASTER

Perfect knowledge of mission security/cash guideline/procedures (transfers, keeping money,...)

and able to implement them

Perfect knowledge of national rules in terms of money circulation and bank system

Level 4

EXPERT

Perfect knowledge of MSF security/cash guideline/procedures and able to implement them

Book-keeping

Level 1

UNDER SUPERVISION

Sound knowledge of MSF project accounting tools and procedures (chart of accounts, description grid, allocation table, closing,...)

Good knowledge of Saga

Familiar with MSF payslip

Able to detect unmatched advances/transfers

Perfect Knowledge of MSF standards in terms of vouchers and filing

Level 2

AUTONOMOUS

Good knowledge of MSF mission accounting tools and procedures (chart of accounts and allocation table, description grid, closing,...)

Excellent knowledge of Saga

Able to analyse accounting books/entries

Level 3

MASTER

Able to adapt MSF accounting standard at mission level, when necessary

Perfect knowledge of Saga

Able to manage mission parameters

Perfect knowledge of national accounting principles

Able to follow up international orders

Be able to handle re-invoicing

Level 4

EXPERT

Able to define MSF accounting tools and procedures

Funding Management

Level 1

UNDER SUPERVISION

Good knowledge of different sources of funding for the project and their specificities

Level 2

AUTONOMOUS

Good knowledge of donor’s interests

Perfect knowledge of donor’s need in terms of proposal

Level 3

MASTER

Sound knowledge of donor’s interests

Be able to adapt MSF funding strategy at mission level

Level 4

EXPERT

Perfect knowledge of donor’s policy

Contract Management

Level 1

UNDER SUPERVISION

Understands the importance of a financial reporting to donors

Level 2

AUTONOMOUS

Able to realize a basic financial report

Level 3

MASTER

Able to produce a complex financial report

Able to detect over or under spending of financial a contract and find appropriate solutions/amendments

Able to manage an allocation table

Perfect knowledge of mission donor’s requirements in terms financial reporting

Level 4

EXPERT

Knowledge of MSF donor’s requirements in terms financial reporting

Internal Control

Level 1

UNDER SUPERVISION

Good knowledge of MSF expense validation procedures and supporting documents

Level 2

AUTONOMOUS

Sound knowledge of accounting checklists and ability to perform those checks with adequate sampling + spot gaps

Excellent knowledge of MSF expense validation procedures and supporting documents

Level 3

MASTER

Familiar with procedures and processes of dept. other than finance (support functions)

Able to identify gaps across procedures

Good Knowledge of best practices of financial control

Level 4

EXPERT

Familiar with internal audit procedures

Good knowledge of procedures and processes of dept. other than finance (support functions)

Budget Management

Level 1

UNDER SUPERVISION

Familiar with budget tools, processes and procedures

Ability to consolidate data provided by others

Level 2

AUTONOMOUS

Familiar with logical framework

Good knowledge of budget tools, processes and procedures

Ability to link activities and resources used (input/output)

Level 3

MASTER

Sound knowledge of budget tools, processes and procedures

Ability to put in place a forecast

Ability to model different scenarios

Level 4

EXPERT

Able to introduce/improve budget tools, processes and procedures

Management Control

Level 1

UNDER SUPERVISION

Able to extract data and format it to provide information on cost evolution on cost by nature

Level 2

AUTONOMOUS

Familiar with cost analysis methodologies (fixed/variable costs, Activity Based Costing, earned value, etc...)

Familiar with Key Performance Indicators (KPIs): can monitor and report on KPIs defined

Level 3

MASTER

Good knowledge of cost analysis methodologies

Ability to underline relevant points of attention

Good knowledge of KPIs: can define relevant KPIs for project/mission activities

Level 4

EXPERT

Excellent knowledge of cost analysis methodologies and ability to manage complex modelisations

Excellent knowledge of KPIs: can define relevant KPIs for project/mission activities

Excel

Level 1

UNDER SUPERVISION

Basic

Level 2

AUTONOMOUS

Intermediary: formulas, graphs

Level 3

MASTER

Good: Pivot table, vlookups

Level 4

EXPERT

Excellent: Macros

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