

MAGNA

FINANCE COORDINATOR

Closing date 31 Jan 2026

Country and Base of posting DR CONGO, Kinshasa

Duration of Mission 6 to 12 months with possible extension

Start date ASAP

The Finance Coordinator plays a crucial role in overseeing and managing the financial operations of our programmes.

- Finance Coordinator ensure accurate and transparent financial information is provided to MAGNA and external parties.
- From coordinating funding agreements with donors to managing treasury operations and providing regular financial indicators, they ensure the smooth financial functioning of programmes. Additionally, Finance Coordinator lead and develop the finance team, alerting key staff on financial responsibilities, and ensuring compliance with MAGNA policies and legal requirements.
- This role requires strong leadership, strategic vision, and financial management skills, as well as experience in budgeting and team management, preferably in humanitarian or NGO contexts.
- This is an exciting and diverse role involving some or all of the following:

Responsibilities:

- Define, coordinate, and monitor the implementation and management of finance strategies, policies, internal control, and all financial administrative and legal issues of the programme.
- Ensure accurate, transparent, timely, and reliable financial information is provided to MAGNA and third parties on resource allocation in projects.
- Participate in defining programme objectives and strategies, planning, implementing, and monitoring financial operational and budget needs.
- Assess and mitigate financial risks, ensuring relevant organisational setup and reliable internal control system.
- Ensure implementation and respect of MAGNA policies, aligned with legal requirements and national framework.
- Manage funding agreements with donors, coordinating proposals, financial reports, and donor contracts.
- Coordinate efficient treasury management and accounting, defining minimum cash levels, managing bank accounts, and monitoring payments.
- Provide regular indicators to monitor the programme's financial health, cost analysis, and expense vs. budget analysis.
- Manage, supervise, and develop the finance team, including coaching, training, and motivating.
- Alert key staff on financial risks and responsibilities.
- Ensure proper application of human resources policies related to finance activities.

Coordinate and oversee monthly and yearly closing of accounts to reflect the programme's financial reality

- Depending on our activities and needs, your responsibilities may be adapted and evolve according to the specific projects.

You will not face these challenges alone; other MAGNA team members, both international and locally hired staff, will provide technical support, including comprehensive guidelines and protocols.

Required knowledge and skills

- Essential degree in Economics/Finances
- Two years' experience in budget management and team management.
- Mission working language essential and English fluency required.
- Computer literacy (Word, Excel, ERP, internet).

Compensation

Your super gross monthly remuneration will reflect your post's seniority & your cumulative weighted work experience.

Starting from 2.382 to 2.620 Euros

MAGNA field salaries are calculated in EUR and are not negotiable as they are part of a harmonized agreement across the MAGNA network.

Benefits

PER DIEM paid in local currency in the field (900 usd/month)

TRANSPORTATION: Every 6 month round-trip transportation to and from home / mission, visas...

INSURANCE including medical coverage, 24/24 assistance and repatriation

ACCOMODATION

PAID LEAVES POLICY: 25 days of paid leaves per year

How to apply

CONTACT

Interested applicants can send only their CV including education, qualifications, contact number and relevant documents: by email, to address

recruitment@oc.magna.org

The email subject line MUST include in the title of email the following to be considered: **"FINCO DRC"**. E-mails without job title will not be reviewed.

We thank all applicants for their interest but only short-listed candidates will be contacted. Please ensure that you provide appropriate contact information (e-mail, mobile, etc.) and 3 professional references.

General information

MAGNA is a non-profit independent medical humanitarian organization. We provide medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. Our teams are made up of health professionals, logistic and administrative staff.

We recruit medical and non-medical personnel, collects private and institutional funds and raises awareness among the public about populations in danger. Using a small but highly committed group of staff and volunteers, we have achieved respectable results. We treat patients suffering from a wide array of illnesses and health needs (child health, malnutrition, sexual violence, women health, mental health, HIV/AIDS, malaria, cholera and other diseases).

In DR Congo, MAGNA has opened mission in 2009 and working in various provinces providing access to medical care for population in crisis, through static healthcare centres, mobile health and outreach interventions.