

Onboarding path for Project Finance Managers (PFM)



1. Joining the finance department

(±10 hours)

Learn about the finance department, the finance tools, processes, procedures, and policies and your role & responsibilities

 Joining the finance department (self-paced)	 4 hours	 Link
 Online classes	 2 x 3 hours	Contact your recruiter or career manager to register
 Voices from MSF Emergencies - Managing HR & Finance (optional)	 30 minutes	 Link Password: Emergency



2. Technical learning activities

(±10 hours)

Must be completed within the first days of your contract

* To download the documents on this onboarding path, you must first [log in to Tembo](#), then click on the Download links below.

 Budget Holder Policy	 15 minutes	 Download *
 Minimum Standards for Field Finance	 2.5 hours	 Download *
 Finance Fundamentals	 30 minutes	 Download *
 OCG Cost Accounting Model (CAM)	 1.5 hours	 Link
 Unifield for PFM	 4 hours	 Link
 Introduction to Accounting	 2.5 minutes	 Link
 Accounting journal: Debit and Credit	 5 minutes	 Link
 Registers in UniField	 8 minutes	 Link
 Monthly closure checklist	 20-30 minutes	 Download *
 Validation table	 20-30 minutes	 Download *
 Field Contract Guide, page 12	 15 minutes	 Download *

Legend



A self-directed learning activity, participants have free access and complete at their own pace



Online class on fixed dates, participants must be registered by their recruiter or career manager



A document that participants can consult at their own pace



Video, participants have free access and can view it at their own pace

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3. Briefings with HQ colleagues, if relevant

Online or in-person briefings with a FinOp and the field accounting team will provide you with an overview of the mission and project that you will be supporting and the priorities to focus on. This is also an opportunity to discuss with other technical referents, ask questions and gain a greater understanding of MSF and your role in it.



4. Onboarding in the field

Meet and learn from your colleagues at the coordination and project levels (FinCo, accounting manager, project coordinator, finance assistant, cashier etc.). This may include having handover meetings with your predecessor, setting your objectives and priorities and confirming your onboarding next steps with your supervisor.



5. Continuous learning



Includes on-the-job learning



Consult the L&D learning offer for a list of learning opportunities on topics such as HR and finance. Please note that you need a MSF e-mail to access it.

 [Link](#)