

# Finance onboarding path for Finance Coordinators (FinCos)



## 1. Joining the finance department

(±4-10 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	 <a href="#">Link</a>
	Online classes for Project Finance Managers * Only recommended for FinCos that are new to OCG	 2 x 3 hours	Contact your recruiter or career manager to register
	Voices from MSF Emergencies - Managing HR & Finance (optional)	 30 minutes	 <a href="#">Link</a> Password: Emergency



## 2. Technical learning activities

(±7.5 hours)

Must be completed within the first week 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	 <a href="#">Download *</a>
	Minimum Standards for Field Finance	 2.5 hours	 <a href="#">Download *</a>
	Finance Fundamentals	 30 minutes	 <a href="#">Download *</a>
	OCG Cost Accounting Model (CAM)	 1.5 hours	 <a href="#">Link</a>
	Anti-corruption	 30 minutes	 <a href="#">Link</a>
	Initial Budget Definition	 30 minutes	 <a href="#">Download *</a>
	Budget monitoring	 30 minutes	 <a href="#">Download *</a>
	Monthly closure checklist	 20-30 minutes	 <a href="#">Download *</a>
	Validation table	 20-30 minutes	 <a href="#">Download *</a>
	Field Contract Guide, page 12	 15 minutes	 <a href="#">Download *</a>

### 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 (Head of mission, HRCo, MedCo, LogCo, SupplyCo, accounting manager, project coordinator, finance assistant, cashier etc.). This may include having handover meetings with your predecessor, setting your objectives, priorities and learning needs with your FinOp.



## 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](#)