

Onboarding path for Finance & Accountancy Managers (ACMA)



1. Joining the finance department (±4.5 hours)

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

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|---|--|--|---|
|  | Joining the finance department self-paced) |  4 hours |  Link |
|  | Voices from MSF Emergencies - Managing HR & Finance (optional) |  30 minutes |  Link
Password: Emergency |



2. Technical learning activities (±7 hours)

Must be completed within **the first two weeks** 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.

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|---|--|--|---|
|  | Budget Holder Policy |  15 minutes |  Download * |
|  | Treasury Management |  1 hour |  Link |
|  | Chart of Accounts |  13 minutes |  Link |
|  | Control your balance sheet |  1h15 |  Link |
|  | Registers in UniField |  8 minutes |  Link |
|  | UniField tutorials for my first month on the job |  55 minutes |  Download* |
|  | Unifield Intermission |  1h10 |  Link |
|  | Unifield Commitment Vouchers and Suppliers Invoices management |  1 hour |  Link |
|  | UniField Selectors & Corrections |  1h10 |  Link |
|  | The CAM Basics |  37 minutes |  Link |



3. Onboarding in the field

Meet and learn from your colleagues at the coordination and project levels (Head of mission, FinCo, HRCo, MedCo, LogCo, Supply Co, 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 FinCo.



4. 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 an MSF address to access it.  [Link](#)

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