

<b>JOB TITLE:</b>	Finance and Operations Manager – Malaysia Branch Office (CLBG)
<b>DEPARTMENT:</b>	MSF APAC Partnership Office – Malaysia Branch Office (CLBG)
<b>JOB HOLDER:</b>	
<b>REPORTS TO (JOB TITLE):</b>	APAC Regional Director
<b>JOB STATUS:</b>	<i>Full time permanent</i>

**JOB PURPOSE**

To establish, manage and strengthen the business, financial, administrative, and governance systems of the new MSF APAC Malaysia Branch Office (CLBG), ensuring it operates effectively, compliantly, and in alignment with the strategic objectives of the MSF APAC Partnership

**DIMENSIONS**

- Oversees Malaysia Branch Office annual operating budget (approx. 5,205,000 MYR).
- Supports effective stewardship of multi-country APAC Partnership financial flows.
- Responsible for financial transactions, bookkeeping, banking and payments for the CLBG.
- Coordination of annual statutory audit and SSM compliance submissions.
- Supplier and contract management across office operations.
- No direct line management initially, but to recruit and manage a finance and admin team over time. become head of a finance and admin team over time.
- Administrative support and liaison with other MSF entities operating in Malaysia.
- Supports HR processes during early start-up phase until HR staff are recruited

## ORGANISATIONAL STRUCTURE

### MSF APAC Partnership Governance model

#### **The APAC FORUM**

**Members** : two board members from MSF A, J, HK, K

**Objective**: Promotes strategic discussion and oversees the APAC Steering Committee, represents their Board 's interests

**Accountability** : to the ExCom represented by the EDs (MSF HK is lead section), Assures accountability to the Partnership 's MOU vision and principles

**Responsible** : for alignment to their Board 's planning and the movement 's Associative commitments

**Secretary** : 1 rotated ED (non-voting)

**Meeting Frequency** : minimum 6 monthly, anticipated 4 times per year

#### **THE APAC EXECUTIVE STEERING COMMITTEE**

**Members** : MSF A, J, HK, K Executive Directors, RIOD Rep (OCA DirOp)

**Objective** : Undertakes Executive oversight of the APAC Partnership 's Annual plan including the MSF Asia-Pacific (Malaysia Branch Office), represents their Board 's interests in the Branch Office 's CLBG Board

**Accountability**: to the APAC forum, which is the proxy of the partner boards

**Responsible** : for alignment to their Leadership team 's planning and ExCom commitments.

**Secretary** : The APAC Regional Manager (non-voting)

**Meeting Frequency** : Monthly, RIOD rep attending quarterly

#### **MSF ASIA-PACIFIC (Malaysia Branch Office)**

**Directors** : MSF A, J, HK, K Executive Directors and 2 Malaysian Directors (non-remunerated)

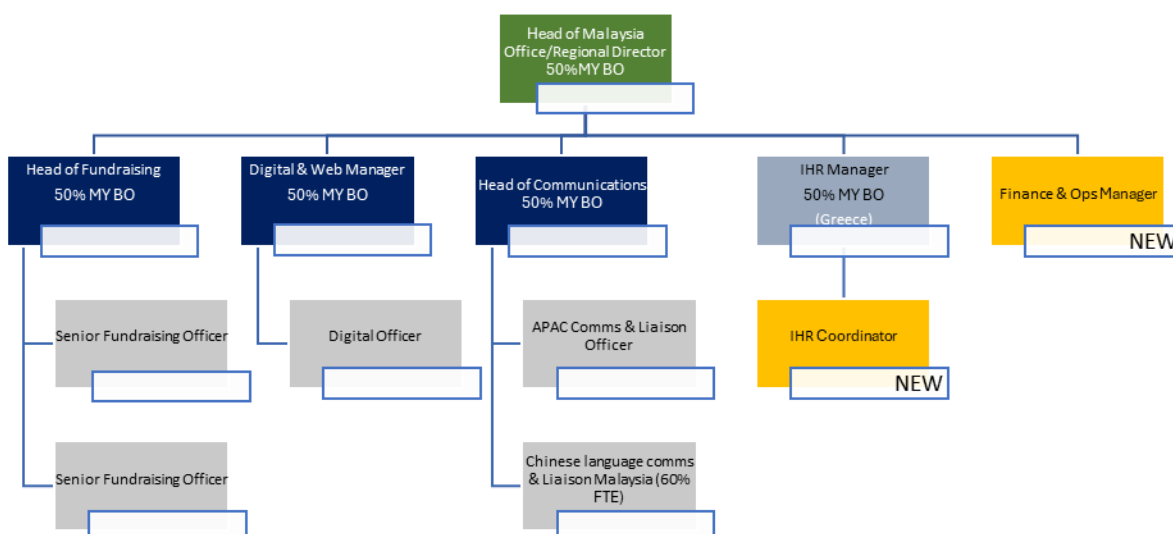
**Objective** : fulfils the Company 's legal oversight to its Annual Plan and hosted activities.

**Responsible** : corporate reporting in Malaysia

**Company Secretary** : Contracted professional (non-voting)

**Meeting Frequency** : anticipated 4 times per year, embedded into the APAC SC meeting cycle

### MSF Asia Pacific Berhad (Malaysia Branch Office)



## **CONTEXT**

The MSF Asia Pacific (APAC) Partnership is an emerging collaboration between MSF offices across the Asia Pacific region, designed to strengthen regional humanitarian capabilities, drive shared operational priorities, and develop new models of support and innovation. The Malaysia Branch Office (CLBG) is being established as a central administrative hub and entity of the APAC Partnership, providing administrative infrastructure for crosscountry collaboration as well as direct responsibilities within Malaysia for fundraising, communications, workforce development and Operations support.

As a new entity, the Malaysia Branch Office requires dedicated business management capacity to build strong foundations: financial systems, regulatory compliance, internal processes, vendor management, office administration, and support to governance structures including the Malaysia Board of Directors and APAC Forum. The Finance and Operations Manager will work closely with the incoming regional Director to be central in shaping these systems, ensuring smooth startup operations and enabling the APAC Partnership's long-term strategic impact.

## **ACCOUNTABILITIES**

**Financial Management:** Work with MSF Australia to oversee financial operations of the Malaysia Branch Office and APC, working together to ensure robust financial management including budgeting, forecasting, expenditure tracking, bookkeeping, and financial reporting.

**Systems Establishment:** Develop and maintain financial, administrative, and operational systems required for a compliant and well functioning CLBG.

**Audit & Compliance:** Coordinate annual audits and ensure timely preparation of statutory filings, returns, and regulatory submissions with SSM and relevant Malaysian authorities.

**Legal Liaison:** Work with the Company Secretary, external counsel, and regulators to ensure all permits, licenses, and statutory requirements are satisfied.

**Risk & Compliance Management:** Develop, implement, and monitor the Branch Office's risk and compliance frameworks in alignment with MSF's global standards. Ensure that all regulatory reporting and submissions are made on time and accurately.

**Supplier & Contract Management:** Procure and manage contracts with vendors, suppliers, consultants, and service providers.

**Office Administration:** Ensure efficient daily office operations, facilities management, procurement of equipment, and general administrative support.

**Hosting Support:** Act as liaison between the Branch Office

## **KEY PERFORMANCE INDICATORS**

- Fully functioning financial system and bookkeeping platform maintained and refined.
- All statutory filings and audit deliverables are completed on time and without qualification.
- Accurate and timely quarterly financial reports delivered to the APAC Regional Director.
- Development of core administrative and operational policies within 6–12 months.
- Effective vendor and contract management with clear documentation and value for money.
- Positive feedback from Directors, Company Secretary, and APAC Forum on administrative and governance support.
- Smooth onboarding and support systems for hosted MSF teams in Malaysia.
- Office space secured, and operating efficiently with minimal operational disruptions

<b>DATE:</b>	<b>November 2025</b>
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and MSF entities hosted or collaborating in Malaysia, facilitating logistical, administrative, and operational requirements.

**Policy & Practice Development:** Draft and maintain policies and procedures covering finance, HR, procurement, risk, governance and office administration.

**Governance Support:** Provide administrative support to the CLBG Board of Directors, including meeting scheduling, agenda preparation, minutes, compliance registers, and coordination with the Company Secretary.

**APAC Forum Administration:** Provide administrative support to the APAC Forum, including meeting organization, documentation, and record-keeping.

**Safety & Compliance:** Demonstrate responsibility for all relevant elements of the Safety Management Framework

**CHALLENGE & CREATIVITY / DECISION-MAKING**

- Providing local expertise, knowledge and leadership
- Building office environment and systems from scratch in a start-up environment with evolving needs.
- Identifying operational risks early and developing practical, fit-for-purpose solutions.
- Prioritizing workload across finance, administration, compliance, HR, and governance support.
- Managing sensitive financial and governance information with confidentiality and accuracy.
- Balancing Malaysian regulatory requirements with MSF International governance standards

**KNOWLEDGE, SKILLS & EXPERIENCE**

- Degree in Business Administration, Finance, Accounting, Management, or related field.
- Minimum 5 years of experience in a leadership role managing finance, operations, business management, or NGO administration.
- Strong understanding of Malaysian statutory compliance (SSM, audit requirements, governance frameworks).
- Experience establishing administrative or financial systems in a start-up or NGO environment.
- Excellent organizational, problem solving, and multitasking skills.
- Strong interpersonal and communication abilities; able to work effectively with diverse stakeholders.
- Experience with HR processes, payroll, or recruitment administration (desirable).
- Experienced in liaising with and reporting to a Board of Directors.
- Fluency in English; Bahasa Malaysia an asset.
- High degree of integrity, confidentiality, and judgement

**COMPETENCIES**

- Strategic and operational thinking
- Accountability and ownership
- Problem solving and solution orientation
- Communication and stakeholder engagement
- Risk awareness and compliance mind-set
- Adaptability in a start-up environment
- Collaboration and team building

<b>DATE:</b>	
<b>Signed: (Job Holder)</b>	
<b>Signed: (Manager / Director)</b>	