



## **Head Finance & Operations (0,6/0,8 fte), based Nijmegen (the Netherlands)**

***Rewilding Europe aims to make Europe a wilder place, for the benefit of nature and people. Rewilding Europe has a team of people working from different European countries (see [www.rewildingeurope.com](http://www.rewildingeurope.com)) and supports eight rewilding areas in different locations in Europe. Rewilding Europe is currently looking for a Head Finance & Operations based at its home office located in Nijmegen, The Netherlands.***

The Head Finance & Operations is responsible for managing the finance and operations functions of Rewilding Europe. He/she is responsible for all financial (strategic) planning and the full planning & control cycle, supporting the wider Rewilding Europe's strategy set by Rewilding Europe's Senior Management Team. The Head Finance & Operations works closely together and under guidance of the Managing Director on all matters relating to financial planning and accounting, budgeting, organization (HR, operations) and legal aspects (contracting).

Furthermore, the Head Finance & Operations plays an important role in raising and allocating funds and ensuring sound financial planning, budgeting, contracting and monitoring of these is in place. He/she ensures the organization is managed in full transparency, in time and in compliance with its internal procedures, external regulations and certifications and towards financiers. The position starts with a 0,6/0,8 full time equivalent, but could further increase depending on the developments within the organisation. The position is based in Nijmegen, The Netherlands.

### ***Roles and responsibilities***

#### *Finance, Accounting and Reporting*

- Oversees and ensures appropriate strategic financial planning, at a yearly basis and a 3-year time horizon.
- Prepares an annual operational budget to the Executive Board and Supervisory Board for review and approval, manage effectively within this budget, and reports accurately on progress made and challenges encountered.
- Ensures the continued financial viability of the initiative through sound fiscal management; including optimized banking and, financial transfer and cash management.
- Develops and manages contracts with external financial partners, donors, beneficiaries and consultants.
- Takes responsibility for the initiative's finance and accounting function including quarterly, semi-annual and annual reporting, consolidation of accounts, preparation of the annual financial statements, and management of auditors.
- Ensures proper and timely reporting to financial partners and supports preparation of donor (private and public) reports.
- Works with Finance & Administration staff on all above issues, and ensures that project cash flows are properly managed.

### *Operations*

- In close cooperation with the Managing Director, drafts the 3-year Strategic Business Plan, Annual Work Plan and Annual Report of Rewilding Europe.
- Reviews, updates and oversees the organisation's standard operating procedures (Operations Manual), to be approved by the Executive and Supervisory Board, and monitor the application thereof.
- Develops, negotiate, standardise, monitor and review all legal agreements concerning Rewilding Europe's operations, partnership agreements, local legal entities, service providers, and the provision of outsourced services, and organise legal support for this where needed.
- Monitors compliance with contractual terms, particularly payments and project reporting; guarantees that contracts are properly and timely signed.
- Oversees, guides and manages overall monitoring and evaluation of the initiative, in close cooperation with the other executive team members.
- Ensures proper cost controls within all operations are achieved as well as cost synergies across operations.
- Guides and implements the proposed registering of Rewilding Europe with CBF in The Netherlands. Ensures that the organization's standard operating procedures continuously meet the CBF criteria.
- Responsible for exploring and setting up human resources development and employee contracts and management.
- Supports the organizing and preparation of meetings of Executive and Supervisory Board.

### *Fundraising*

- Takes a pro-active role in fundraising, incl. developing a fundraising portfolio and submitting specific fundraising proposals to potential donors (in particular corporate sector).
- Supports/initiates income generation through Rewilding Europe B.V., including designing and setting up of finance mechanisms, in order to support Rewilding Europe in becoming financially more self-supporting.

### **Qualifications**

- At least 5 years of professional experience in strategic, financial and programme planning, preferably in both non-for-profit and for-profit sector.
- Proven track record in business administration, accounting and operational management.
- Solid educational background including an undergraduate degree or similar advanced degree in business administration, finance or accounting/controlling.
- Track record of knowledge of processes related to grants or contract administration, tender and procurement procedures.
- Experience with public (EU-LIFE) funding is preferred.
- Ability to write status reports and routine business correspondence; proven administrative, organizational and problem-solving abilities.
- Demonstrates integrity, strives for excellence in her/his work, and has experience of leading others to new levels of effectiveness and impact.
- Passionate about Rewilding Europe's mission and able to promote and communicate the philosophy, mission and values of the initiative to external and internal stakeholders.
- Has full understanding and masters donor rules of implementation and reporting requirements.
- Ability to work with Microsoft Office software (particularly excellent domain of Excel) and accounting systems.

- An understanding of conservation issues and contexts is recommendable.
- Full proficiency in English (read, written and spoken) is required.
- Prepared to travel on a regular basis within Europe.

### ***Competences and skills***

Able to work pro-actively, independently, high analysing skills, ability to translate to actions and solutions (problem solving), excellent levels of accuracy, perseverance, enthusiastic, determined and high level of quality standards throughout the work. Team player; able to work in an international and cross-cultural setting.

### ***Salary indication***

The maximum gross salary on a fulltime basis is 60,000 euro including holiday allowance. Applications, including motivation letter and CV, should be sent to [info@rewildingeurope.com](mailto:info@rewildingeurope.com) before 4 December 2015. For more information please contact Rewilding Europe at [info@rewildingeurope.com](mailto:info@rewildingeurope.com) or +31 (0) 6 305 43387.