

**Job Description**

**Head of Finance & Operations (0,8 fte)**

Nijmegen (the Netherlands)

*Rewilding Europe is looking for a Head of Finance & Operations (0,8 fte), based in Nijmegen (the Netherlands).*

**Organisation**

Rewilding Europe was formally established on 28 June 2011 as an independent foundation registered in the Netherlands. Rewilding Europe has established itself as a pan-European initiative, operating at the frontline of rewilding at a European scale, working together with numerous partners, both at a European, national and local level.

After more than ten years of committed work, Rewilding Europe is now well underway and has made considerable progress. The rewilding process in Europe has achieved significant momentum. As it takes this new conservation movement forward across the continent, Rewilding Europe will continue to act as a pioneer and frontrunner.

Our office in Nijmegen provides the home base for around 10 employees, with several more staff working for the central organisation from various European countries. Currently, Rewilding Europe works on eight large rewilding initiatives across Europe with potentially two new ones in the pipeline.

The Foundation owns two Limited Companies; one for its commercial activities and one for Rewilding Europe Capital, its enterprise loan facility.

We are currently looking for a **Head of Finance & Operations**, who will be based in the head office in Nijmegen and reports directly to the Managing Director of Rewilding Europe.

**Major function**

The Head of Finance & Operations will make a key contribution to the mission of Rewilding Europe through leading, overseeing and managing finance, operations and organisational development.

As a member of the Management Team (MT), the Head of Finance & Operations participates in strategic planning and budgeting activities that set the directions, strategy, and objectives for the initiative.

On the *financial side*, the Head of Finance & Operations is responsible for the full planning and control cycle of the initiative, supporting Rewilding Europe’s overall strategy. He or she plays and important role in raising and allocating finance, and ensuring sound financial planning, budgeting, accounting, contracting and monitoring on these aspects. This includes the management of the limited liability companies that are owned or partly owned by Rewilding Europe.

On the *operations side*, the Head of Finance & Operations is responsible for ensuring that all operations are in compliance with the organization’s standard operating procedures and all relevant regulations, certifications and licensing requirements in The Netherlands and EU, and towards donors and financial partners. This includes ANBI, CBF, tax and other legal requirements, guidelines and standards. (S)he is also responsible for setting up and maintaining human resources development and employee contracts and management.

**Roles and responsibilities**

*Finance, Accounting and Reporting*

* Oversees and ensures appropriate strategic financial planning, including multi-year and annual operational budget to the Executive Board and Supervisory Board for review and approval.
* Ensures the continued financial viability of the initiative through sound fiscal management, including optimized banking, financial transfer and cash management.
* 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 cost controls within all operations are achieved as well as cost synergies across the entire initiative.
* Ensures proper and timely reporting to financial partners and supports preparation of donor (private and public) reports.
* Develops and manages contracts with external financial partners, donors, beneficiaries and consultants.
* 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 more financially self-supporting.
* Responsible for the financial management of Rewilding Europe B.V. and Rewilding Europe Capital B.V.
* Explores, develops, formalises and manages partnerships with corporates and financial institutions and banks.
* Helps to develop business models and finance mechanisms in support of rewilding in specific, relevant sectors.

*Operations*

* In close cooperation with the Managing Director, drafts and updates the Strategic Plan, Annual Work Plan and Annual Review of Rewilding Europe.
* Reviews, updates and oversees the organisation’s standard operating procedures (Operations Manual), monitors their application thereof and ensures that the organization’s standard operating procedures continuously meet the CBF criteria and ANBI requirements.
* Develops, negotiates, standardises, monitors and reviews all legal agreements concerning Rewilding Europe’s operations, partnership agreements, service providers, and the provision of outsourced services and organises legal support when needed.
* Monitors compliance with contractual terms, particularly payments and project reporting; guarantees that contracts are properly managed and timely signed.
* Responsible for setting up and maintaining human resources development and employee contracts and management.
* Supervises and works with the Finance & Operations team and is responsible for selection and appraisal process of new operations related staff.
* Supports the Rewilding Area Coordinators to develop the local Rewilding Area Teams, providing administrative and financial guidance.

**Qualifications**

The Head of Finance & Operations brings the following qualifications:

* Demonstrates integrity, strives for excellence in her/his work, and has experience of leading others to new levels of effectiveness and impact.
* At least 5 years of professional experience in financial and operations, with affiliation to the non-for-profit sector, at a senior level.
* In-depth knowledge of Dutch accounting and tax systems and procedures and charity supervision (CBF)
* Proven track record in setting up and managing operational processes related to finance, contracts, tenders and procurement procedures, principles and practices related to budgeting, forecasting, financial reporting, HR and other activities that are mentioned under roles and responsibilities.
* A strong affinity and proven experience with legal matters and contract law is preferred, including (international) tax regulations.
* 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.
* Full proficiency in Dutch and English (read, written and spoken) is required.
* An understanding of conservation issues and contexts is recommendable.
* Ability to work with Microsoft Office software (particularly excellent domain of Excel) and accounting systems.

**Competences and skills**

A very hands-on and practical attitude, able to work in a very structured way, and always looking for solutions and making things happen. Able to work pro-actively, independently, has high analyzing skills, ability to translate to actions and solutions, excellent levels of accuracy, perseverance, enthusiastic, determined and high level of quality standards throughout the work. Team player with an entrepreneurial mindset able to work in an international setting.

**Remuneration**

For remuneration of its staff, Rewilding Europe complies with the guidelines provided by ‘*Goede Doelen Nederland*’.

**Application**

If you would like to apply, please send your CV and motivation letter in English (preferably in a Word format) before **September 13, 2021** to [info@rewildingeurope.com](mailto:info@rewildingeurope.com). If you have any questions, please also refer to this email address and we will get back to you.