

# Job description

**Function : Finance and Operations Manager**

**Date : 08/01/2019**

*We are looking for a manager in charge of coordinating finances and the quality of operations and processes throughout the organization. This is an interesting position where you're responsible for ensuring that Rikolto's financial system is top of sector and the organization has the best working environment and processes in place. You have the power to make Rikolto and its personnel – much happier.*

*For the financial part of this job, you can look, together with the other members of the financial team, for an optimal distribution of tasks related to financial coordination and optimization of financial processes.*

*If you want to apply, please send your motivation letter with cv to [sam.dekeyser@rikolto.org](mailto:sam.dekeyser@rikolto.org)*

*We want to welcome our new colleague soon, so ... short deadline for application: January 21st 2019.*

## Context

Purpose	<p><b>Finance coordination:</b>            Coordinate global financial processes: budget construction and follow-up (quarterly reports, ...)            Coordinate the global financial team            Ensure the agreed quality of budgeting and financial reporting            Support the establishment of appropriate financial risk management system within the International Network</p> <p><b>Global quality coordination:</b>            Facilitate the reflection and find ways to improve the functioning of the global network structure of Rikolto.            Manage the implementation of guidelines and strategies, working with the different support teams (finance, P&amp;O, PLA, fundraising...) to ensure everything runs smoothly and in accordance with the organization's objectives.            Ensure the agreed quality of processes and operations in Rikolto Fine tune and align different processes</p>
Reports to	Executive Director
Location	International Office (IO)
Job size	100 %

Travels	Occasional travelling to regional offices may be required
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## Responsibilities

Responsibilities	<p><b>Ensure financial coordination &amp; quality</b></p> <ul style="list-style-type: none"> <li>• Coordinate the reporting process to donors</li> <li>• Coordinate the budget process and consolidate global budgets</li> <li>• Coordinate the global budget monitoring process (quarterly reports, ...) and consolidate global management reporting</li> <li>• Check payments of the IO and transfers to the regional offices of Rikolto</li> <li>• Regularly update/adapt the financial guide</li> <li>• Develop and adapt financial formats and tools</li> <li>• Inform and advise on streamlining local financial procedures</li> <li>• Follow-up and check of external audit process of selected Rikolto offices</li> <li>• Follow-up and check of DGD reporting of selected Rikolto offices</li> </ul> <p><b>Enhance global quality</b></p> <ul style="list-style-type: none"> <li>• Ensure that processes are more effective, efficient and smoothly aligned and make results available for decision making and external communication</li> <li>• Work with support teams to get the best performance of staff</li> <li>• Ensure the implementation and monitoring of quality management processes (e.g. EFQM)</li> <li>• Manage and follow up the agenda and reporting of the international management team</li> </ul>
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## Profile

Qualifications	Master degree or equivalent by experience
Languages	<p>Expert level oral and written English and Dutch</p> <p>Other spoken languages (Spanish, French) are an asset in building connections with staff of the regional offices</p>
Experience	5 years in an international context and in financial management
Skills and knowledge	<ul style="list-style-type: none"> <li>✦ Results orientated with a hands-on, can-do attitude</li> <li>✦ Global vision and a broad interest, able to see problems from different angles and seek solutions with experts</li> <li>✦ Strong analytical, project management skills</li> <li>✦ Shows leadership</li> <li>✦ Entrepreneurial mindset (creative thinking and a sense for innovation and experiments)</li> <li>✦ Likes to work with teams in an agile environment</li> <li>✦ Excellent cross-cultural communicator and an active listener</li> <li>✦ Can manage stress and dynamic environmental changes</li> </ul>



Attitude	<ul style="list-style-type: none"><li>✦ Strong affinity with Rikolto's mission and values</li><li>✦ High ethical standards, being a role model of business compliance and integrity is required</li><li>✦ Flexibility and adaptability with agile thinking</li><li>✦ Positive attitude focussed on win-win solutions</li><li>✦ Can be relied on to deliver commitments (accountable)</li><li>✦ Constructively challenges self and others (making it happen)</li><li>✦ Inspires people to act (in accordance with the vision/plan of Rikolto)</li><li>✦ Acts with integrity and respects others (working together)</li><li>✦ Creates strong morale and spirit in the team, fosters open dialogue and shares successes (building effective teams)</li><li>✦ Willing to learn and share lessons learnt</li></ul>
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