

Job description

Position title: Director of Finance and Operations

Organization	Aflatoun
Location	Netherlands
Job type	Full time
Salary	Between € 4673 and € 5787 per month
Comment	Inclusive of pension, health insurance, holiday allowance and national insurance contributions
Deadline	15/05/2022

The Organization

Aflatoun International is a non-profit organization, which offers social, financial & entrepreneurship education to children and young people worldwide, empowering them to make a positive change for a more equitable world. Aflatoun creates high-quality curricula for different age groups, which are contextualized to local needs and circumstances, and are implemented by over 300 partner organizations in 101 countries. Aflatoun programmes inspire children to discover their talents and put them to use, to stand up for their rights and those of their communities through active learning and problem solving. They learn how to save, how to budget, and how to set up social and financial enterprises that benefit themselves, their families and their communities. Aflatoun has been recognized globally (Brookings, Harvard, HundrEd, Million Lives Club) for its high-impact, low-cost model, which has shown to be effective in changing behaviors of participants across the globe.

By using a social franchise model, Aflatoun transfers curricular content, monitoring and evaluation tools, and training capacity to partner organisations, helping them enhance their existing expertise and create an efficient learning ecosystem. Aflatoun's programmes follow an active-learning, participant-centered methodology, which combines social and financial education (SFE) through engaging participants, educators, government institutions and civil society organisations.

We are currently looking for a dedicated and enthusiastic Director of Finance and Operations to join us in our mission.

Position

The director of finance and operations (CFO) manages and ensures the effective and efficient operation of Aflatoun International's finance, human resource and administrative systems to support and facilitate the attainment of programmatic objectives. You have a positive, optimistic, solutions-oriented and 'hands-on' mindset.

Key Areas of Responsibility

Planning, Budgeting and Reporting (30%)

- Coordinate and lead the development of the annual budget.
- Coordinate and ensure the reporting to management and the board on progress against plans, spent against budget and performance against KPIs
- Ensure that the finance team is providing accurate information for budget development purposes
- Work with the Deputy Executive Director and PMU manager to maintain up-to-date information on all programs and ensure information and reporting is available to the management team and project managers in relation to workforce planning and project status through EXACT online project module system.

Financial Management (30%)

- Review and maintain financial policies and processes, ensure the necessary training and coaching to the various teams in their implementation and ensure compliance.
- Safeguard the financial resources entrusted to the organization by advising on and/or managing financial assets, financial planning and cash management activities and by monitoring and the effectiveness of internal controls and implementing improvements where required.
- Accountable for fiduciary integrity/responsibility for funds and assets taking decisions on all operational and financial transactions, disbursement of funds, and administrative arrangements including a review of all contracts.
- Provide oversight for the finance officer/accountant to ensure the accuracy of all accounting, payroll and banking transactions and the timely submission of tax-related documentation.
- Administer the accounting system, including maintenance of the budget and accounting data structure.
- Develop the annual financial statements and coordinate external financial audits, together with an external financial consultant.

Human Resources and Payroll 15%

- Review HR policies on a yearly basis to ensure compliance and adapt what is necessary to ensure their effectiveness.
- Establish and maintain equity, transparency and consistency in the interpretation, determination, implementation, and Operations of HR policies, procedures and guidelines on all HR related matters applicable to the staff.
- Ensure timely, equitable, transparent and systematic Operations of all HR benefits, entitlements, contracts renewal and termination, performance management, promotions, staff development and other HR activities.
- In close collaboration with the deputy CEO, ensure accountability in all areas of HR by ensuring that performance management is being implemented as per the policies and procedures in place and staff are provided with the necessary coaching, counselling, staff development and learning activities.
- Provide ongoing strategy guidance, interpretation and technical support to management. Provides accurate and sound technical analysis and timely support to the management and planning process as it relates to budget planning, staffing, organization design, change management and other HR strategy planning and development deliberations
- Review and update of job descriptions for employees as required.
- Ensure the maintenance of employee data and the effective Operations of the leave management and timekeeping system.

Office Management, Logistics and Information & Communications Technology (10%)

- Advise the CEO and update staff on Financial, Human Resource and Administrative policies, procedures rules and regulations, providing authoritative advice and administrative support. Decides on the appropriate application and interpretation of administrative rules, regulations, policies and procedures. Ensures arriving staff are well briefed on all necessary administrative procedures and requirements.
- Ensure the smooth running of Aflatoun International's ICT systems, including approving service providers, hardware purchases and making recommendations to management on new systems and appropriate policies to ensure data security and protection.
- Develop and maintain travel, insurance and security policies and processes.
- Work with management team to establish procurement panels for key service providers (eg. consultants, translators, etc).

Other responsibilities (15%)

- Team and budget management
 - Positively contribute to management team discussion and decisions, and the effective running of the organization;
 - Team leadership, including communicating the organization's vision and strategy, coaching and developing the capacity of staff, ensuring compliance with organizational policies and procedures, identifying issues and resolving conflicts;
 - Line management of the operations staff, consultants, interns and volunteers;
 - Maximize effectiveness of operations spend and ensure department activities are delivered within budget.
- Perform other duties and tasks, consistent with the skills and expertise, as required in non-routine circumstances.

Non-technical responsibilities as Aflatoun staff

- Positively contribute to team discussions and the effective running of the organisation;
- Cross-departmental collaboration, compliance with organisational policies and procedures including submitting monthly timesheets;
- Promote Aflatoun's work on social media;
- Perform other duties and tasks, consistent with the skills and expertise, as required in non-routine circumstances;
- Be willing to adapt to different tasks and different cross-organisational tasks, this includes but is not limited to helping deliver Aflatoun events such as the International Conferences and staff retreats.

Required Skills & Qualifications

- Minimum 7-10 years of experience in relevant positions including direct responsibility for managing staff and organisational budgets. Experience with international programming and project management in an NGO setting is considered an asset.
- University degree (master's degree) in a relevant area such as Accounting / Finance / Business Operations.
- Strategic Human Resource planning and management experience.
- Knowledge of accounting system Exact Online, Dutch Tax and HR/Arbo rules and experience with payroll are considered to be an asset to the job.
- Sound knowledge of financial management & control rules and practices as applied in the Netherlands.
- Able to interpret and clearly explain complex financial data to management and non-finance staff.
- Excellent written and verbal communication skills, English (i.e. fluency in English is a prerequisite). Other language skills such as in Dutch, Spanish, French or German are a plus.
- Target-driven and achievement-oriented management style
- Ability to and experienced in working within a multicultural team
- Proactive outlook: hands-on can-do mentality, flexible, not a 'nine to five' approach.
- Proven experience in managing people, building capacity and sharing knowledge.
- Proven experience of and ability to plan effectively at the organisational level.
- Experience of budgeting and managing resources.
- Excellent influencing and relationship building skills.
- Tenacity in seeking results and a high level of representational and negotiation skills.
- Proficient in use of relevant IT systems including accounting, timekeeping and customer relationship management systems and highly proficient producing data analysis and reporting in excel.

Employment details

The position is for a full-time workweek (40 hours). We offer a dynamic and pleasant multicultural Aflatoun International

working environment, with an indicative gross monthly salary range of € 4.673 and € 5.787 (inclusive of pension, health insurance, holiday allowance, and national insurance contributions) - the salary level awarded will depend on relevant work experience and educational background. Due to the nature of Aflatoun's work with children around the world, specific attention is drawn towards Aflatoun's Child Protection Policy and its Policy on the Protection of Sexual Exploitation and Abuse (PSEA). These two policies are required to be signed by new employees and forms part of the employment documents related to the employment contract. The applicant commits to zero tolerance towards sexual exploitation and abuse. An additional written test may be required.

Management may appoint at a lower step based on the candidate's skills and experiences against the position's requirements

Reaction

Please apply online at <https://aflatoun.bamboohr.com/jobs/view.php?id=133> no later than **15th May 2022**. If you have any specific questions on the position please contact the HR Officer Chitra at chitra@aflatoun.org.

A valid work permit and/or European passport is required in order to be considered for the position