

## The Charles Darwin Foundation for the Galapagos Islands is recruiting a Director of Finance

**Application deadline:** Until the vacancy is filled.

**Type of contract:** Labor (following the regulations of the Galapagos Special Law).

### Introduction

The mission of the Charles Darwin Foundation and its scientific station is to provide knowledge and assistance through scientific research and complementary action to ensure the conservation of the environment and biodiversity in the Galapagos Archipelago.

### Objective of the position

The Director of Finance (DoF) is responsible for forecasting, planning, execution, and management of all financial and accounting information at the Foundation. The DoF complies with and supervises the compliance of all Charles Darwin Foundation (CDF) internal and external policies, and all legal provisions of the financial authorities of Ecuador and other countries abroad. The DoF controls the investment process and anticipates the financial risks of CDF's economic objectives, controls compliance with the overall CDF budget, and communicates and liaises with fundraising activities.

### Required profile

- Higher degree in Accounting, Business Administration, or Economics (with a postgraduate degree in finance).
- At least 5 years in financial management positions leading a medium-sized department in an internationally operating organization.
- Team leadership experience in a multi-lingual, intercultural, and diverse environment.
- Management control experience, preferably in a not-for-profit environment.
- Language: Speaks and writes fluent Spanish and English.
- Willing to live in Galapagos for an extended period (>5 years).
- Willing to travel periodically.
- Ability to work in a dynamic environment that presents numerous opportunities, unforeseen events, and challenges characterized by limited logistical resources and geographic isolation.
  
- Skills for obtaining and analyzing financial information
- Synthesis capacity
- Adaptability to changing circumstances
- Pressure Tolerance
- Integrity
- Transparency

## Activities

### Accounting

- Supervise and manage the Financial Coordinator and Senior Accounting staff, including Project Administrators.
- Coach, support, and direct the Accounting team.

### Reporting

- Supervise the preparation of monthly financial reports for the Executive Director and the Board of Directors.
- Prepare interim and final financial reports for periodic meetings of the Board of Directors (at least two/per year) and the General Assembly (annually).
- Execute and follow up on issues raised by the Board's Executive Committee and the Board of Directors on financial, legal, and organizational matters.

### Audit

- Manage, monitor, and be accountable for the annual audit in Ecuador and the coordination thereof with the Belgian audit and the consolidation process.

### Budget

- Coordinate and control the annual budget preparation process for all areas, including Science.
- Review compliance of all departments with respective budgets.
- Review, approve, and co-sign investments from the annual authorized budget and any supplemental investments.

### Cash Management

- Manage, control, review, and approve all payments and co-sign on bank accounts in Ecuador and abroad.
- Approve pay role and the payment of consultants after verification of compliance with budget parameters or after the Executive Director's sanctioned deviations.
- Decide on applying the cashflow generated by the CDF Donation Point.

### Organization/General

- Is responsible for the proper functioning of the financial part of the (new) ERP system and shares responsibility for its adequate overall performance.
- Liaise closely with the Director for Human Resources on all policy matters related to salaries, social securities, secondary benefits, taxes, and retirement benefits.
- Supervise compliance with the formally set internal levels of authorization.
- Work with the UAFE Compliance Officer to generate the required monthly reports and take the necessary actions to avoid financial risks.
- Work together with the Fundraising team on the financial paragraphs of reports for donors.
- Maintain a close working relationship with the Foundation's legal and fiscal counsel.

## Employment Conditions

The Director of Finance reports to the Executive Director of the CDF and is based in the Charles Darwin Research Station on the island of Santa Cruz, Galapagos, Ecuador.

The Director of Finance will faithfully comply with the rules, regulations, and procedure manuals of the CDF and strictly observe and comply with the laws and regulations of the DPNG. Among the rules are: Maintain a distance of at least six feet from wildlife, Do not feed or touch the wildlife, Do not remove sand, stone, or elements of nature, DO NOT introduce any foreign elements into the ecosystem like food, animals, or plants.

The benefits will be negotiated according to the qualifications of the candidate.

## To apply

Those interested should send the following information via e-mail to [director.financiero@fcdarwin.org.ec](mailto:director.financiero@fcdarwin.org.ec)

- CV.
- Letter of interest (2 pages maximum) describing your interest in the position and skills according to the minimum requirements outlined above.
- The names and email addresses of three professional references and two personal references.

Please send all the necessary documents in a single PDF file. You can reach us at the e-mail above if you need additional information.