

## Vacancy: Director of Finance

### Who we are

The Charles Darwin Foundation (CDF) is an international non-profit organization founded in 1959 with an operational base in the Galapagos Islands, a UNESCO world heritage site located 1,000 kilometers off the coast of Ecuador. The mission of the Charles Darwin Foundation and its Research Station is to tackle the greatest threats and challenges to Galapagos through scientific research and conservation action, in order to safeguard one of the world's most important natural treasures.

### The Director of Finance

Reporting to the Executive Director, the Director of Finance (DoF) will be directly 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 internal and external CDF 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 closely with fundraising activities.

### Who we are looking for

- A Director of Finance with team leadership experience in a multi-lingual, intercultural, and diverse environment.
- A highly organized, target driven and goal orientated individual who has strong experience in motivating others and managing happy, productive teams.
- A finance expert with international vision and the ability to communicate effectively with the Chief Financial Officer (CFO) based in the Netherlands.
- A finance expert willing to assume the role of CFO in 1-2 years.
- A professional with the ability to work in a dynamic environment that presents numerous opportunities, unforeseen events, and challenges, and that is characterized by limited logistical resources and geographic isolation.
- Excellent communication skills (written and spoken) in English and Spanish.
- Willing to relocate to Galapagos.
- Willing to travel periodically.

### 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/year) and the General Assembly (annually).
- Execute and follow up on issues raised by the Board's Executive Committee and the full 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 out of the annual authorized budget as well as 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 as well as the payment of consultants after verification of compliance with budget parameters, or after the Executive Director's sanctioned deviations.
- Decide on the application of the cash flow 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 together 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.

## Your team

You will oversee a finance department with 6 colleagues. You will work closely with the CFO to manage the control and administration of the project's funds, as well as budget control. In addition, you will work permanently with the CDO (Chief Development Officer) who is responsible for managing all aspects of the fundraising strategy for the organization.

## Professional Specifications

- Higher degree in Accounting, Business Administration, or Economics (with a postgraduate degree in finance).
- A minimum of 6 years' experience and strong skills in accounting and financial management in Ecuador, and in an internationally operating organization.
- Management control experience, preferably in a not-for-profit environment.
- Skills for obtaining and analyzing financial information.
- Excellent team management skills with evidence of supporting others to achieve their potential.

## Key Information

**Place of work:** Charles Darwin Research Station on the island of Santa Cruz, Galapagos, Ecuador.

**Salary:** We offer an excellent benefits package for this position. Please inform us of your salary expectation.

**Reports to:** Executive Director and CFO (Netherlands) of the Charles Darwin Foundation.

## How to apply

If you are interested in this position, please send the following information (in English) by 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.

We kindly ask you to send all the necessary documents in a single PDF file. If you need additional information, you can reach us at the same e-mail listed above.