



## **CFAO /Head of Support Services**

### **CONTEXT**

WeForest is fast growing international non-profit association with headquarters in Belgium and forestry projects in Brazil, Ethiopia, India, Tanzania, and Zambia. Our aim is to demonstrate, through the restoration of entire regions, that well-planned reforestation can be the solution to today's biggest challenge: climate change. We promote Forest and Landscape Restoration best practices and have created a movement, engaging international brands and their millions of customers to act.

We are urgently looking for an experienced leader to head our Support Services and enable the organisation's growth while mitigating risks. The position reports to the CEO, and oversees the Finance, HR, legal, process improvement and IT functions. The current team includes an HR director, a Management controller, an Accountant, and we are considering opening a position of Process & Systems officer. This key essential role provides support and leadership to all other departments (Global Programmes, New Projects, Partnerships & Communication, Sustainable Science).

### **JOB PURPOSE**

Continue to structure the organisation ensuring financial resilience, operational excellence, through robust and effective support services (finance, HR, IT, legal, processes & systems).

### **MAIN RESPONSIBILITIES**

#### **Strategy:**

- Own and facilitate the strategic planning process for WeForest, including the 5-year strategy plan definition and annual objectives
- Defines and implements the overall Support Services' strategy

#### **Leadership**

- Plays a leading role in the Management Team, in support to the CEO
- Responsible for coaching and empowering his/her team re: their needs and performance.
- Demonstrates exemplarity in work ethics and WeForest values

#### **Financial & Performance Management**

- Accountable for the budget process & financial reporting
- Develop the risk management & internal controls
- Link with the external auditors and perform internal audits when required
- Support Sales with pricing modelling for significant commercial offers
- Responsible for the consolidation, follow up and overall management of key performance indicators

#### **Legal & Governance**

- Regular collaboration with the Board
- Supports the CEO in strengthening the organisation's governance
- Ensures the legal compliance of WeForest Belgium and all its foreign entities
- Support other departments with due diligence checks and contracts

#### **Processes & Systems**

- Consolidates the quality of internal processes and systems
- Ensure the adequacy IT systems and tools.

## REQUIRED SKILLS & QUALIFICATIONS

- Master's degree in Management, Finance or Law (At least one of the 3 is compulsory)
- Proficient and proven financial and analytical skills.
- Minimum 10 years of relevant experience with at least 5 years in a senior management role.
- Leadership: ability to lead, support, influence and inspire.
- Strong interpersonal and communication skills: easy to work with.
- Ability to drive the planning and reporting processes.
- Experience in operational excellence and in structuring growing organisations.
- Knowledge of Belgium's legal and tax requirements is desirable.
- Strong ethics and integrity.
- Outstanding spoken and written English & French, Dutch is a plus.

## TERMS & CONDITIONS

Position: Full-time employee, preferably based in Brussels (near Central Station), Belgium

Start date: As soon as possible

Package: Competitive package for a small NGO, with salary based on experience, hospitalisation insurance, meal vouchers, and pension plan.

## INTERESTED?

Please send applications to [recruitment@weforest.org](mailto:recruitment@weforest.org) with your CV, a motivation letter, including 2 recent references by November 11th, 2019. Make sure to mention the job title in the subject of the email, and to indicate where you saw the job post. Due to the anticipated high number of applicants, only shortlisted candidates will be contacted. We thank you in advance for your interest.