

Terms of Reference (ToR)

Financial Controller

(Version 2021)

Reporting to: Director of Resources
Location: Global office, Netherlands
Grade: Scale 11 – 12

The overall purpose of the job

The Wetlands International Finance Controller (FC) plays an important role in the financial management of the organization and is also heading the Finance Team, consisting of three Finance Officers. The FC is responsible for the operation of all financial processes at the Global office, maintenance of the financial systems and the production of all financial and management reporting for the Wetlands International legal entities based in the Netherlands (i.e. Foundation, Association and European Association). The FC is also responsible for supporting the development of the finance function and systems in the Wetlands International offices worldwide and the collection and consolidation of budget and actual financial data covering worldwide operations. The FC is expected to attend the financial pre meetings with Management Team and Supervisory Counsel.

Responsibilities and tasks

Controlling

- Collect and analyse accounting entries in the financial (project) administration, looks into deficiencies and makes corrections if needed;
- Ensure timely financial management (internal) and project (external)
- Ensures a timely, accurate and complete declaration of VAT;
- Provide analysis on all internal and external financial reports, budget and organizational figures;
- Support the development of a global finance strategy and processes
- Drive and optimize the global budget process, directly leading the Global Office process and providing support and guidance to the worldwide offices;

Reporting

- Advices the Programme Heads in project administration;
- Prepares the month-end closing and prepares management information: realization of week, month and/or annual reports;
- Prepares financial management reports upon request;
- Prepare tax returns and maintain the tax architecture for the Global Office Ensures a timely, accurate and complete declaration of VAT.
- Prepares the financial reporting for Wetlands International and attends the pre meetings with MT and SC for this.

Finance

- Produces the annual accounts for all Netherlands based legal Wetlands International entities and liaise with the auditors;
- Responsible for month-end reconcile ledger accounts and sub ledgers (accounts receivable and account payable) and analyse movements;
- Maintain and further develop the financial information system;
- Enable easy usage of the financial and project accounting system by the Global Office teams;
- Function as the senior financial focal and advisory point on all major project financial matters to project staff during the planning, budgeting, operational, and reporting phases;
- Maintain AO/IC procedures and assist audits and financial accountability for accountants;
- Manage the cash flow forecasting process in the Global Office;
- Line-manage the finance team; responsible for workload management, task division and streamlining workflows and processes.

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Quality

- Provides input on the development, implementation and/or improvement of financial processes, procedures, tools and/or innovations;
- Addresses colleagues when the (quality) requirements and/or procedures are not enforced or followed;
- You will give solicited and unsolicited advice: based on solid analysis and accompanied by your solution-oriented opinion
- Takes the initiative in approaching the CEO and/or Supervisory Counsel directly in the event of a financial risk or misconduct that is not being tackled in the appropriate way by the FC Line Manager and/or MT.
- Describes and updates financial administrative project policies and procedures and monitors compliance to it.

Working relations

INSIDE Wetlands International:

Management Team (CEO, Director of Resources and Director of Operations and Network development), Supervisory Counsel, Finance Officers and Heads of Office from global network, head office staff – especially Project Managers.

OUTSIDE Wetlands International:

Professional advisors, service providers, consultants, contractors, banks, auditors, finance staff from partner organizations in the sector, Treasurer of WI Association.

Essential education and experience

- Completed HEAO-BE/BA or SPD education or equivalent, combined with at least 5 years of working experience in a project oriented organization as Controller
- Experience of Dutch financial and statutory reporting requirements, year closing and annual reporting, preferable RJ 650 regulations
- Working experience with financial accounting and reporting information systems, and other management information systems relevant to the sector
- Working experience in the NGO or non-profit sector, including a substantial amount of project accounting on major, international, multi-site projects
- Work permit for EC

Core competencies

- Completed HEAO-BE/BA or SPD education or equivalent, combined with at least 5 years of working experience in a project oriented organization as Controller
- Experience of Dutch financial and statutory reporting requirements, year closing and annual reporting, preferable RJ 650 regulations
- Working experience with financial accounting and reporting information systems, and other management information systems relevant to the sector
- Working experience in the NGO or non-profit sector, including a substantial amount of project accounting on major, international, multi-site projects
- Work permit for EC

Other Aspects

- appreciation for the role of international non-governmental organizations in delivering sustainable development solutions;
- Experience of working in an international multi-cultural community with international partners;
- Experience with accounting in developing countries;
- Excellent communication skills (written and oral) with fluent English;
- Additional language skills – particularly French, Dutch.

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- Ability to work independently
- Willing and able to travel internationally
- Strong network of contacts of relevant individuals, institutions, donors, governments and (inter)national organization