

## Position Description

### Head of Finance

The Finance function is in charge of oikos' financial position. Its goal is to manage the organization's financial resources to enable the whole organization to reach its goals. As Head of Finance you will be responsible for the strategic planning, budgeting and ultimately the supervision of all the daily activities, ensuring smooth operations and responsible spending. With the objective of continuity and a sustainable management of the organization, Finance closely collaborates with the Relations function on the funding strategy and the creation of a network of Partners.

#### Responsibilities

- Ensure financial stability of the Organization making sure that expenditures and funding are balanced at all times
- Develop and maintain the funding strategy and keep an overview of the funding partners
- Exploration of and application to new funding opportunities, in collaboration with Relations
- Manage the Oikos Bank account and debit cards
- Closely collaborate with CBS Prime and the CBS Secretariat for Reimbursement management
- Lead and engage a Team composed of the Project's Finance Managers
- Participate in Board Meetings and develop the organization's strategic direction
- Knowledge sharing from board to the Finance team and vice versa
- Knowledge sharing across projects between the Finance members

#### Activities

- Planning, creating and updating the Budgets (together with the Finance members)
- Preparing financial overviews for both internal and external purposes
- Planning, preparing and facilitating the Finance meetings
- Supporting the Finance members in their projects
- Making Payments through the Oikos Bank Account
- Preparing Reimbursement Forms (together with the Finance Members) and follow up on the reimbursement process with relevant CBS stakeholders
- Finding possibilities for funding and writing applications, in collaboration with Relations
- Meetings with existing and new potential funding partners

#### Qualifications

- Strong understanding of financial planning and budgeting
- Ability to communicate financial concepts in a clear and structured way, both to internal members and external partners

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- Proven Team-leader who is willing take ownership, be accountable as well as to delegate to the team members, ensuring both efficient and effective outcomes
- Stakeholder Management skills and ability to collaborate with different working and communication styles
- Be able to take decisions independently and possess both a short and a long-term perspective
- Analytical mindset combined with good presentation skills