



SUSTAINCERT

JOB DESCRIPTION

SENIOR FINANCE MANAGER

March 2020



1. ABOUT THE POSITION

Founded in 2018, SustainCERT offers simple, tech-driven solutions for verifying impacts in climate protection, supply chains, and investment products. We are the official certification body for Gold Standard for the Global Goals, the most credible and robust standard for measuring, reporting and verifying climate and development impacts. In collaboration with The Gold Standard Foundation, SustainCERT launched the [Value Chain Certification](#) solution late 2018 which has now become the benchmark framework for intervention level Greenhouse Gas (GHG) Scope 3 accounting in corporate agriculture value chains.

Reporting to the Chief Operating Officer, the Senior Finance Manager will have several important responsibilities. She/he will be responsible for financial management, business planning and budgeting, forecasting, and quarterly reporting to shareholders and the board. The Senior Finance Manager will manage SustainCERT's part time bookkeepers and accountant in Luxembourg.

The Senior Finance Manager will play a critical role in partnering with the senior leadership team in strategic decision making and operations as SustainCERT continues to enhance its quality services and build capacity. This is a tremendous opportunity for a finance leader to maximize and strengthen the internal capacity of a fast moving, high-impact organization.

SustainCERT is incorporated in Luxembourg, but this position is based in Lexington, MA.

2. PRIMARY RESPONSIBILITIES AND TASKS

Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements.
- Oversee all financial accounting and reporting.
- Manage organizational cash flow and forecasting.
- Implement a robust financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance function's overall procedures.
- Coordinate and lead the annual audit process, liaise with external auditors and accountant in Luxembourg; assess any changes necessary.

Business Planning and Budgeting

- Oversee and lead annual budgeting and planning process in conjunction with the CEO and COO.



- Administer and review all financial plans and budgets; monitor progress and changes; and keep senior leadership team abreast of the organization's financial status.

Forecasting

- Develop a reliable revenue and cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.

Quarterly Reporting

- Prepare monthly and annual financial reporting materials and metrics for SustainCERT's board of directors and shareholders.
- Effectively communicate and present the critical financial matters to the board of directors.

3. QUALIFICATIONS

- Minimum of a BA, ideally with an MBA/CPA or related degree
- At least 5 to 7 years of overall professional experience; ideally 7-plus years of broad financial management experience
- The ideal candidate has experience of final responsibility for the quality and content of all financial data, reporting and audit coordination for either a division or significant program area
- Ability to translate financial concepts to – and to effectively collaborate with -- colleagues who do not necessarily have finance backgrounds
- A successful track record in setting priorities; keen analytic, organization and problem solving skills which support and enable sound decision making
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats in a fast-paced environment
- Personal qualities of integrity, credibility, and dedication to combatting climate change
- Strong team player
- Excellent communication and interpersonal skills
- Ability to work independently and on own initiative

4. APPLICATION DEADLINE

Please send a cover letter and resume to recruitment@sustain-cert.com by April 3. Candidates selected for a first round interview will be notified by email. Please note that we will not notify you directly if you are not selected for an interview.

