



SUSTAINCERT

USER-CENTRIC IMPACT ASSESSMENT

JOB DESCRIPTION FINANCE MANAGER

January 2021



1. ABOUT THE POSITION

Founded in 2018, SustainCERT offers simple, tech-driven solutions for verifying impacts in climate protection, supply chains, and investment products. Our goal is to become the leading provider of best practice GHG accounting and certification across carbon markets and corporate value chains by 2026. Our strategy is to mainstream best practice GHG accounting and certification by making it affordable, accessible, desirable for our clients.

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.

The Finance Manager will play a critical role in partnering with different departments to ensure there are robust financial systems and processes throughout the organization. This is a tremendous opportunity for a finance professional 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 Amsterdam.

2. PRIMARY RESPONSIBILITIES AND TASKS

Financial Management

- Front and Back Office bookkeeping (AP and AR)
- Analyse and present financial statements in an accurate and timely manner
- Clearly communicate monthly, year to date variances to budgets and forecasts
- Lead on all financial accounting close activities
- Prepare financial management reporting solutions in the form of presentations and scorecards leveraging tools to optimize efficiency
- Monitor organizational cash flow ensuring that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Ensure adherence to all business policies and accounting best practices
- Support the annual audit process, liaise with external auditors and accountant in Luxembourg
- Assist in the preparation of quarterly and annual financial reporting materials and metrics for SustainCERT's board of directors and shareholders
- Communicate with Luxembourg accountant as needed

Business Planning and Budgeting

- Support annual budgeting and planning process
- 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.

3. QUALIFICATIONS

- Minimum of a BA, ideally with an MBA/CPA or related degree
- At least 3 to 5 years of overall professional experience in a similar startup environment
- The ideal candidate has experience of having oversight for all front office and back office activities, ensuring payments are processed timely and collections are current
- 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, the position will remain open until a suitable candidate is found. 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.