



**SUSTAINCERT**  
USER-CENTRIC IMPACT ASSESSMENT

# JOB DESCRIPTION HEAD OF FINANCE AND OPERATIONS

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.

Reporting to the Chief Executive Officer, the Head of Finance and Operations will be responsible for oversight of all finance and operations processes including financial management and reporting, human resources management, internal systems and processes. This position will manage the finance and operations team which will comprise 5FTE in 2021 and may grow as the company develop. The Head of Finance and Operations work closely with all other functional Heads to drive efficient management of resources, enhanced performance monitoring and reporting and improve the efficiency and profitability of our offerings.

The Head of Finance and Operations will play a critical role in transitioning SustainCERT towards a software as a service company and in preparing the company for a fast growth phase. This is a tremendous opportunity for a strong leader to maximize and strengthen the internal capacity of a fast moving, high-impact organization.

SustainCERT is incorporated in Luxembourg, and this position is ideally located in Amsterdam.

## 2. PRIMARY RESPONSIBILITIES AND TASKS

### Key Responsibilities

1. Oversee and optimise all finance management processes:
  - Lead annual budgeting, reporting and planning process
  - Oversee SustainCERT finance and accounting team to ensure timely and accurate monthly, quarterly, and year-end financial reporting
  - Oversee annual audit process
  - Keep the CEO abreast of matters affecting the financial status of the company
  - Deliver concise yet fit for purpose CEO and board briefings on the financial health of the company
  - Enhancement of financial management processes to drive better decisions in support of accelerated growth
  - Support the company in its transition towards a software as a service company with subscription-based pricing models
2. Oversee and optimise company performance management and reporting processes
  - Oversee internal processes leading to the development of companywide and function specific workplans and performance scorecards (Objective and Key Results scorecards)



- Oversee annual and quarterly performance management reporting across the company
  - Actively contribute to strategic discussions on the company's strategy and performance
3. Oversee and optimise all human resources management processes
    - Ensure qualitative and timely recruitments processes, onboarding processes and employees' performance evaluation processes
    - Support the strengthening of SustainCERT's collaborative, innovative and entrepreneurial culture
  4. Oversee and optimize all relevant internal processes and workflows
    - In collaboration with relevant functions, oversee the formalization of internal workflows and processes with a focus on customer satisfaction and financial performance

## 5. QUALIFICATIONS

- At least 15 years of overall professional experience; ideally 10-plus years of senior leadership experience in fast growing companies
- Excellent understanding of financial accounting and financial management requirements
- Experience setting-up and managing internal workflows and processes towards optimization with the goal to maximise customer satisfaction
- The ideal candidate has experience designing and implementing process optimisation at organisational level
- Experience managing a remote and culturally diverse team
- A successful track record in setting priorities; sharp 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
- Minimum of a BA, ideally with a related graduate degree

## 6. APPLICATION DEADLINE

Please send a cover letter and resume to [recruitment@sustain-cert.com](mailto: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.