



SUSTAINCERT
KNOW YOUR IMPACT

JOB DESCRIPTION FINANCE OFFICER

August 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. 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 Officer 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)
- Prepare financial statements in a timely manner
- Clearly communicate monthly, year to date variances to budgets and forecasts
- Implement all financial accounting close activities (monthly and annual)
- Prepare quarterly and annual financial reporting materials and metrics for SustainCERT's board of directors and shareholders
- 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
- Communicate with Luxembourg accountant as needed

Business Planning and Budgeting

- Support annual budgeting and planning process

Forecasting

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

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
- Experience with Quickbooks preferred

4. APPLICATION DEADLINE

Please send a cover letter and resume to recruitment@sustain-cert.com by September 15, 2021. 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.