



**Tropenbos International is looking for a  
Head of Finance and Business Support  
(32-36 hrs/week)**

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*Are you the driven finance and business team player that will lead the network's finance and business support? Do you want to be part of an international organisation that contributes to responsible management of forests and trees in forested landscapes? Then help us to make the difference and join our team.*

Tropenbos International (TBI) envisions a future in which forests and trees are used sustainably for the benefit of local people and the global community. We work to improve the livelihoods of local communities, as well as bring significant benefits to global society through climate change mitigation and biodiversity conservation. In 2017 we became a global network of independent members, working in more than 10 countries in the global south. With tropical forests again high on the international agenda to help counter climate change and biodiversity loss, Tropenbos International's work is more relevant than ever. Over the past five years, the organisation has grown to an annual turnover around € 5 - 6 million. In its new strategy, the network sets the ambitious goal to double its current impact.

**To prepare TBI for this growth and ensure the existing financial, administrative and organisational systems are set up accordingly, we are now recruiting a *Head of Finance and Business Support (HFBS)*. The HFBS will be a member of the secretariat's management team and the international network directors' platform and report to the executive director.**

**Your role**

You will lead the finance and administration department, responsible for accounting and financial steering of the network, the secretariat, its programmes and projects and ensure its daily business services (management information, planning and reporting, ICT, HR, etc..). Therefore, the role requires a strategic mindset and leadership to prepare the secretariat's internal administrative organisation to deliver on the ambitious strategy and network development.

You will guide and collaborate with the heads of finance of our independent network offices and other partners to ensure financial and administrative systems as well as network policies on accountability and integrity are implemented and compliant with international standards. You provide backstopping if needed. Occasional travel to partner offices is part of your job.

You bring in thoroughness and an eye for details that matter with a proactive and problem-solving attitude. Therefore, we look for a team player who is culturally sensitive with a hands-on mentality and interpersonal skills to collaborate, co-create and achieve broad buy-in for adequate solutions.

**Your key tasks and responsibilities are**

1. Renovate and streamline the internal organisation and its systems and ensure timely delivery of relevant management and organisational performance information needed for decision making and control at a network, office and programme level.
2. Manage relationships with donors' financial counterparts.

3. Support and advise programme managers in their financial and administrative programme planning, monitoring and reporting.
4. Advice on and support capacities development processes of financial staff of network partners
5. Organise and support audit processes at TBI and network level.
6. Co steer the secretariat's team to deliver on impact in an efficient way through leading the annual institutional financial and human resources planning and reporting in collaboration with Head of Programmes.
7. Develop and manage system of risk registration and mitigation planning.
8. Develop and implement an internal audit and control system for the TBI network.
9. Support the secretariat in the process management and feasibility assessments of resource mobilisation.

### **Experience and technical skills**

1. BSc/BA in Accounting and relevant MSc/MBA in (international) business administration.
2. 5 -10 years of proven experience as head of finance and preferably operations in a small-medium sized internationally operating organisation with thorough understanding of business functions such as legal, HR and/or IT in their specific local contexts.
3. Demonstrable experience in leading and optimising strategic planning, budgeting and business development.
4. Experience in operating management information systems, data analysis and performance/operation metrics.
5. Experience in providing capacity development.
6. Fluency in English and Dutch is required and good working knowledge of French and/or Spanish is an asset.
7. Experience in resource mobilisation as well as supporting business development is a big plus
8. A valid work permit for the EU is required.

### **We offer**

- A one-year contract for 32-36 hours per week (part time options can be considered) with the prospect of extension.
- Depending on experience the full-time salary will be between €4.688 - €6.989 gross per month.
- Appropriate working conditions including a year-end bonus of 8,3%.
- A 10% non-contributory pension.
- 208 leave hours based on a 36 hour workweek.
- Flexibility in working from home and in the office, with a minimum of 50% presence at office.
- Room for initiative and professional development in a strongly mission driven organisation.

### **Ready to make the difference?**

Send your motivation and resume in PDF f.a.o. **Joost van Montfort**, Executive Director to [joost.vanmontfort@tropenbos.org](mailto:joost.vanmontfort@tropenbos.org).

**Vacancy will remain open until we find the best candidate.**

Tropenbos International is committed to creating a diverse environment and is proud to be an equal opportunity employer. We strive to have an inclusive and diverse staff; therefore, we especially invite qualified applicants with backgrounds, cultures, perspectives, and experiences that are complementary to the team and helps to reflect the societies we operate in.

*When you apply, you agree that references can be taken during the procedure. Applications will be processed according to GDPR-legislation.*