

Chief Finance & Operations Officer

Location: Remote in European Union or United States

Eligibility to work in the EU or US is required for this position.

Release date: July 2023

The Cradle to Cradle Products Innovation Institute is looking for an exceptional individual to join our highly dedicated and talented team to help advance the Institute's global work to power innovation for the circular economy through products that have a positive impact on people and planet.

Through the Cradle to Cradle Certified Products Program, the Institute sets the global standard for products that are safe, circular and responsibly made. The Institute works closely with leading companies and stakeholders worldwide to guide and validate their efforts to apply the principles of material health, circular economy, climate protection, water and soil stewardship, and social fairness to product design and manufacturing.

The Finance & Operations department is responsible for the planning & control cycle, management accounting and oversees the processes and policies are complied with. In addition, the budget is drawn up here, financial reports are prepared, and suggestions are made for improvements in processes and/or policies. In addition, the department of Finance & Operations acts as advisor to the CEO.

The Chief Finance & Operations Officer (CFOO) will be responsible for managing financial functions and growth, leading the Finance team and ensuring that any and all reporting is done in a timely and orderly fashion. The CFOO is responsible for establishing strategy and maintaining tactical oversight on operational capacity and procedures required to meet the Institute's goal of organizational excellence. The CFOO will serve as a partner to the management team and staff, and will support needs related to both ongoing operations and organizational improvement.

Key Responsibilities

Processes, policies, partners and systems

- Establish, maintain and optimize internal controls and accounting policies and procedures
- Advise on selection of financial management partners, platforms and software
- Manage treasury risk
- Manage safeguarding requirements

- Manage and control the Institute's insurance portfolio
- Design and implement business strategies, plans and procedures
- Manage relationships with partners/vendors

Budget development, oversight and reporting

- Establish, maintain and optimize solid regulatory financial foundation across the Institute, based upon which sound analysis, business decision making and (regulatory) reporting can be done to support strategic goals
- Oversee and manage the development of budget and financial forecast, with Institute's leadership team
- Oversee daily operations of the company (IT, HR, Finance etc.)
- Evaluate performance by analyzing and interpreting data and metrics
- Review and approve monthly financial statements including profit & loss statements, balance sheets, and cash flow projections
- Prepare periodical financial and business updates to C2CPII Board of Directors
- Support development of grant proposal budgets and financial reports
- Advise on revenue models, fee schedules, and customer process flows
- Timely reporting to regulator(s) and tax agencies
- Develop KPIs and dashboards

Other duties

- Workforce management, including payroll
- Managing the Finance team and primary point of contact for the Accountants
- Provide ad-hoc advice to the Executive Director

The ideal candidate for this position:

- Is a Master in Finance, Accounting or Administration;
- is driven and enthusiastic and has at least 7 years of work experience;
- preferably has gained experience as Chief Finance Officer (CFO), Chief Operations Officer (COO) or other senior financial management;
- has a strong numerical understanding and is able to provide quantitative and qualitative data to assess their correctness and consistency;
- Is tech savvy (knowledge of Xero and Salesforce is a pre-requisite);
- has strong communication skills and social skills;
- is result-oriented, decisive and sensitive;
- works carefully and accurately and knows how to set priorities;
- is fluent in English;
- has strong attention for detail;

Why work with us

- Be part of a renowned organization at the leading edge of standard-setting and innovation for the circular economy.

- Thrive in an organizational culture that values collaboration, diversity & inclusion, excellence, integrity and innovation.
- Be part of a small, dynamic team.
- Take part in impactful work designed to connect the dots between the vision of a global prosperous circular economy and practical, real-world application.
- Engage with global leaders to address systemic challenges to responsible production and consumption at the product, business and industry level.
- Interact with leading businesses, governments, industry associations, NGOs and academia within the sustainable building and construction movement.
- Work with talented, highly motivated, mission-driven colleagues in an international setting.
- Be challenged to think beyond traditional approaches and apply holistic pathways to sustainability and industry transformation.
- Shape a positive future for product design and manufacturing, and make a positive impact for society at large.

To apply for this role, please submit a current resume and a short cover letter in English to careers@c2ccertified.org

The Cradle to Cradle Products Innovation Institute is an equal opportunity employer.

