



HEAD OF FINANCE & OPERATIONS

Job Title: Head of Finance & Operations

Department: Finance & Operations

Reports To: Director

Job Summary:

Under the supervision and management of the Director of the Secretariat and in close coordination with the Head of Programmes, the Head of Finance & Operations is responsible to ensure strategic financial management as well as financial accountability and accuracy, to oversee the logistic and administrative tasks, to ensure effective and strategic Human Resources management and oversee IT facilities in collaboration with external contractors, in order to safeguard the Secretariat stability, sustainability, and resilience. Specifically, he/she has the mandate to:

Facilitate and lead the development and implementation of the Secretariat's financial and administration policies and procedures, and ensure the development of tools and systems that are relevant, appropriate, sound and of high quality.

Ensure the sound management of the Secretariat in all aspects related to finance and administration and provides strategic oversight and direction in order to have a sound financial architecture.

Lead on the internal financial management and control systems and ensures alignment with internal and donors' guidelines.

The Head of Finance & Operations plays a key role in supporting the Director and the Board in the strategic budgeting, financial analysis, budget monitoring and financial forecasting. The Head of Finance & Operations facilitates and coordinates the yearly budget and yearly accounts of the Secretariat, in collaboration with the Director of the Secretariat, the Head of Programmes and the senior program staff, for the Board to make sound informed decisions.

The Head of Finance & Operations reports to the Director and will support the Director in the oversight, development and implementation of the organizational strategy, the daily management of the Secretariat and in bringing together and coordinating the different areas of work of the Secretariat.

Key Responsibilities:

As a member of the Senior Management Team:

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Provides key strategic support to the Director in the daily management and decision-making of the Secretariat, and in the effective implementation of the financial processes in order to maintain high standard of financial management and control;

Works closely with the Head of Programmes to ensure sound, efficient and relevant programme implementation in line with budget availability

Provides regular inputs, information and report to the Director and the Board on the financial accounts and budget issues, and gives accurate and sharp analysis of the overall financial health of the Secretariat;

Ensures timely recommendations are presented to the Director and the Board on financial matters that need decision-making to enable sound, informed and collective decision-making to ensure financial stability, sustainability and resilience;

Provides key, clear, timely, and accurate regular financial reporting to the Director and the Board to assist in effective financial governance, leadership, and management of the Secretariat's overall financial health;

Offers regular sharp analysis of the Secretariat's general accounts, financial health, forecasting and trending, and alerts the Director and the Board of risks and opportunities, providing recommendations to mitigate risks;

Facilitates, oversees, and coordinates the development of internal policies and in the financial governance of the Secretariat including in:

Elaboration, updating, and implementation of the Financial Guidelines;

Development/updating of financial policies, guidelines and/or procedures;

Feeds into the reflection about the strategic direction of the Secretariat and about the measures needed to safeguard financial stability, sustainability and resilience;

Assumes responsibilities as delegated by the Director and the Board where needed and appropriate.

As Head of Finance & Operations Team:

Provides strategic direction and guidance to the F&O Team and enhances transparent, collective and collaborative team work of the Secretariat F&O staff;

Ensures effective management and implementation of roles and responsibilities of the Secretariat's finance/HR officers;

Develops the team work plan and ensures its implementation and enhances team work, collaboration, leadership and transparency within the team and with program teams;

Facilitates and leads the finance functional team in the development and implementation of financial management best practices;

Is responsible for financial management and financial control policies, guidelines and/or procedures including a robust Budget Implementation and Monitoring Procedure to



ensure accurate and timely financial reporting submitted to donors and to external auditors.

Is responsible for ensuring regular, secure payments between the Secretariat, the partners and the grantees and is responsible for supporting the finance officers to ensure funds are securely transferred;

Supports the update of the Finance Manual and stewards its implementation and compliance;

Facilitates effective and timely coordination between the F&O team staff and program teams in implementing and respecting donors' requirements and budget guidelines (budgeting, eligibility rules and financial reporting) for accurate reporting;

Ensures delegated work within the team and work in close collaboration with the Program Team in the development of the Secretariat Annual Budget (including implementation and monitoring);

Maintains and delegates tasks within the team to maintain external relationships with appropriate contacts, e.g. auditors, payroll/salaries/benefits handlers, bank, external accountants, external IT support services and any other external contractors;

Oversees logistics support and other administrative tasks carried out by the Secretariat;

Oversees the Human Resources management of the Secretariat, in collaboration with the Director, and oversees the HR/payroll administration function;

Manages, in collaboration with the Director, IT equipment and solutions for the Secretariat, in coordination and the support of IT external contractors.

Line Management:

Supervise and support the finance department, currently consisting of 3 officers

Qualifications:

- Bachelor's degree in Finance or any other related field. A Master's degree is preferred.
- At least 5 years of relevant working experience, preferably in the field of human rights or international development.
- Excellent written and verbal communication skills, with the ability to present complex information in a clear and compelling manner.
- Fluent in English; knowledge of French/Dutch or any additional languages is an asset.
- Ability to travel as required.

Working Conditions:

- The position is based at the Secretariat of ProtectDefenders.eu, in Brussels.

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- Contract duration: 1 year renewable
- Gross monthly salary range: 4.800 – 6,000 EUR depending on experience and seniority
- 13th month salary and holiday pay according to Belgian law
- Pension scheme contribution and medical insurance
- Transportation and home-working allowances
- Meal vouchers and Eco-vouchers
- Pro-rata 20 legal days holidays + 6 extra legal days
- Occasional travel may be required to meet with partners, stakeholders, and attend events.

ProtectDefenders.eu is an equal opportunity employer and encourages applications from individuals of all backgrounds and experiences. We are committed to creating an inclusive and diverse work environment.

Application Process:

Please provide an updated CV and a one-page letter of motivation that pertains to the position for which the candidate is applying to recruit@protectdefenders.eu. No use of AI for letter writing accepted.

Closing Date for Applications:

Position open immediately. Vacancy open until January 6th though selection may be done on a rolling basis.

By joining ProtectDefenders.eu, you will contribute to a meaningful mission dedicated to protecting human rights defenders worldwide. We look forward to receiving your application.

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