



## Job Description

### Financial Controller, Built by Nature (part time)

**Location:** Amsterdam, Netherlands

**Salary:** Competitive non-profit salary, ranging from 50-55k Eur full time commensurate with experience

Expected commitment estimated at 20-24 hrs per week.

#### Mission

Built by Nature (BbN) is a visionary new non-profit entity. Our vision is for our built environment to work in unison with nature. Our mission is to accelerate the timber building transformation: radically reducing embodied carbon in construction materials; safely storing carbon in our buildings for generations; and sequestering carbon by championing forest stewardship and regeneration.

BbN connects industry and city frontrunners, enables research, innovation, demonstrations, city-scale projects and advocacy, and amplifies powerful stories of this climate solution.

#### The Opportunity

BBN is offering the opportunity to be part of Built by Nature as the Financial Controller, where the successful candidate is responsible for setting up and managing the financial affairs of the Foundation. The role includes financial (operational management and reporting, fund management (in excess of 10m EUR), compliance and audit reporting, as well as payroll management. Reporting to the Head of Operations, and collaborating with the wider team and Board, you will help shape the organisation in service of BBN's mission, and support the creation of an ecosystem of solutions that help the timber building transformation scale through sound financial management.

#### Candidate Profile

The ideal candidate has a relevant track record and combines strong interpersonal skills with a self-starting, pro-active attitude. The following qualifications are essential

- **Financial powerhouse:** Able to set up, interpret, sense check and forecast adequately.
- **A systemiser:** Able to set up and manage a responsible and transparent organisational policy house, HR, IT and financial processes and systems that are reliable, effective and efficient, as well as compliant with local regulations, donor requirements and financial reporting requirements.
- **A detail oriented person:** Able to double and cross check their own work, fact check and build in automatic error checks to ensure all items are aligned and no mistakes have been made.
- **A problem solver:** Self-starter, entrepreneurial mindset with a team focus; The CEO and Board will promote a culture of excellence and accountability at all levels of the organisation and the candidate will be working in a highly collaborative, fast-paced environment.

## Key responsibilities

### Financial management:

Oversee all accounting operations including A/R, A/P, GL, Cost Accounting, Inventory Accounting, Accounting for Investments and Revenue Recognition (manage outsourced accountancy services)  
Coordinate and execute the preparation of the budget and longer term financial forecasts and report variances

Assisting in coordination and preparation of monthly, quarterly and annual closing reviews

Oversee and execute cash flow management, treasury and payments

Support business planning and modelling

### Internal control and compliance:

Coordinate the preparation of regulatory reporting

Monitor contracts / agreements and ensure accurate execution

Ensure quality control over financial transactions and financial reporting

Refine and document business processes and accounting policies to maintain internal controls

### HR management:

Ensuring local payroll is executed and compliant with local taxes and regulations in a timely fashion, ensuring all taxes and levies are charged and payroll is reflective of employment contract terms and conditions.

## Minimum qualifications

- Proven working experience as a Business Controller; advanced degree in Accounting; chartered or certified (management) accountant designation preferred
- 3+ years of overall combined accounting and finance experience, ideally bringing the relevant experience for Built by Nature as an ANBI foundation
- Thorough knowledge of accounting principles (Dutch GAAP and IFRS) and procedures as well as internal control procedures
- Experience in management reporting, business planning, cash-flow management, treasury/payments
- Capacity to adapt to different settings and changing circumstances, easily navigating different cultures and organisation settings
- Excellent written and verbal communication skills
- Analytical thinking with the ability for sound judgement, accuracy and accountability
- Pro-activeness, enthusiasm and can-do attitude

## About us

As a mission driven organisation, we have one thing in common: we are passionate about our work. We offer an international, high-energy, and collaborative environment that values diversity and inclusion where you can develop your passion into a meaningful career. As a new organisation we encourage risk-taking and transparency, so if you are a self-starter who wants to inspire and challenge industry together with your team, the opportunities for you at Built by Nature are (almost) endless.

## How to apply

Deadline for applications is 31 Aug 2022. Please send your CV and motivational letter to [e.oei@builtbn.org](mailto:e.oei@builtbn.org).

### **Additional information**

- Reports to: Head of Operations
- Geographic scope: EU
- Travel expectations: As needed up to 10% (hybrid working encouraged)
- An (online) assessment can be part of the recruitment process
- Reference checks are part of the final hiring procedure

Built by Nature is committed to recruiting and retaining a diverse team. We strongly encourage applications from candidates with disabilities, LGBTQI candidates, ethnic, racial and religious minorities, and other underrepresented groups.