

Director of Finance and Administration

March 2024



the
The Case for Low-Carbon Transi



Talking Trash

The corporate playbook
of false solutions to the plastic crisis



Changing Markets

FOUNDATION

**HIGH
STEAK**

how can the EU take methane from anim



Fossil Fashion
The hidden reliance of fast fashion on fossil fuels

FREE
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WASH

About Changing Markets

The Changing Markets Foundation was formed to accelerate and scale up solutions to sustainability challenges by leveraging the power of markets. Working in partnership with NGOs, other foundations and research organisations, we create and support campaigns that shift market share away from unsustainable products and companies and towards environmentally and socially beneficial solutions.

To address sustainability, we need to withdraw our support for those companies that are damaging society. At the same time markets can help deliver positive change – transformational change needs companies that have environmentally and socially advanced products and values, to rapidly succeed at the expense of companies that don't. If this occurs at sufficient scale it will drive a self-reinforcing, accelerating loop of change in global markets, defined by the most sustainability-focused companies succeeding and forcing others to follow their lead.

Our campaigns & how we work

We work on a range of different topics at the intersection of environmental and social issues and have a strong track record of creating impactful campaigns. We have been running campaigns across climate, food, fashion, and circular economy issues, as well as impactful projects, such as a cross-sectoral greenwashing observatory. In our

market-focused campaigns, we aim to expose irresponsible corporate practices and accelerate transition towards environmentally and socially beneficial solutions.

We believe that NGOs have a critical role to play in driving market and policy change. We use our team's extensive knowledge, experience and networks in sustainability, policy and campaigning to identify:

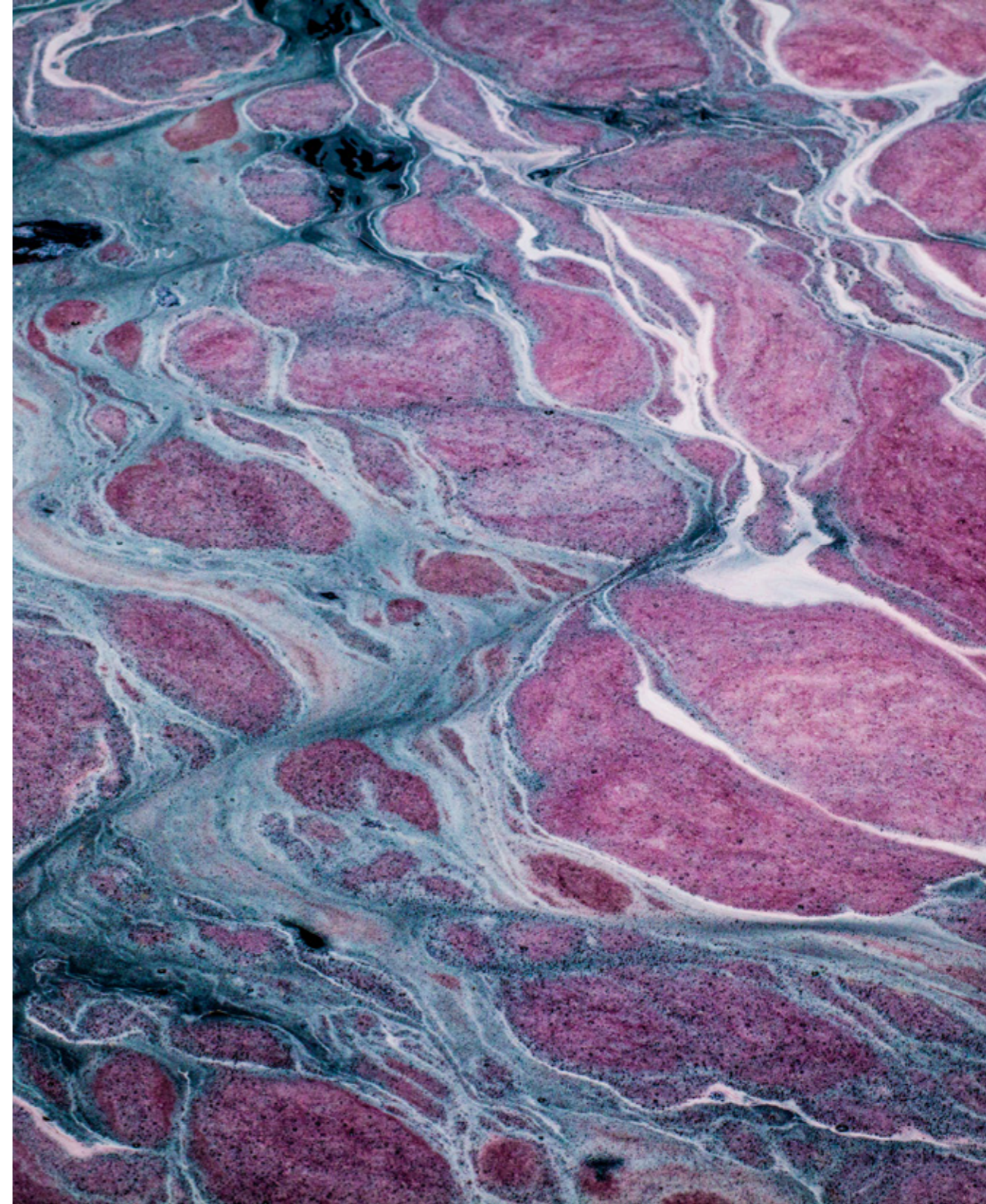
- Critical issues that require urgent action and can be won by leveraging the power of the markets
- Campaign ideas and strategies that will engage and mobilise people.

We then design and support the resulting campaigns to promote shifts in markets that support sustainability.

We do so by:

- Building successful NGO coalitions – with advice, support and funding – to run innovative campaigns that more effectively activate market shifts.
- Conducting research, including market and supply-chain investigations that help advance the campaigns that we support.

Core values and principles that guide our work include honesty, creativity, courage and being evidence and science-based.





Changing Markets FOUNDATION

The Role

Role:

Director, Finance and Administration

Location:

Ideally the candidate will be based in the Netherlands, with the UK as a potential alternative location

Salary:

EURO 66,000 – 74,000 annual gross salary

Contract Type:

Permanent contract – ideally between 60-80% or 3-4 days/week (with an adjusted pro-rated salary)

Job Summary

Changing Markets is looking for an experienced senior finance professional to join our dynamic team and play a key role in our mission of running and winning market transformation campaigns. The Finance & Admin Director is responsible for financial management, including planning and reporting, and oversees contributions from our funding sources and provides administrative support to senior management and to the board.

The role requires advanced proficiency in English, while knowledge of Dutch is an asset, along with deep knowledge of Dutch and EU financial laws, working knowledge of Dutch foundations legislation. Qualifications include strong financial and accounting knowledge, experience in budget management, proficiency in accounting software (we have been using Twinfield), and exceptional analytical skills, with a focus on attention to detail in compliance and reporting. Proven experience in a non-profit or foundation setting is an asset.

About the team:

You will be joining a small team of committed campaigners (around ten people), who work in close partnership with a network of freelancers, researchers and other experts. We are highly supportive of each other's work and ready to step in and help each other.

We are innovative and agile, we like to experiment with different campaign tactics, and we allocate significant resources to original research which gives us a strong factual basis for our work. Where possible we also work in partnerships and coalitions with other NGOs, foundations and other partners to amplify the impact of our campaigns. The Finance & Administration Director will report directly to the CEO and will work in close cooperation with the campaign team, as well as incoming fundraiser and communications director.





Responsibilities

Financial Strategy & Management

- **Financial Planning/Management:** Create annual and multi-year budgets in alignment with the strategic plans and objectives of the Changing Markets Foundation. Lead the development of budgets for funding applications. Oversee and manage contributions from different donors, and other alternative funding sources. Monitor cash flow and reserves, ensuring that funds are allocated and used efficiently.
- **Financial Reporting:** Prepare monthly and annual financial statements and reports for internal use and as required by Dutch and relevant EU legislation in cooperation with our external fiscal experts. Liaise with the CEO, Executive Chair and the Board in preparation of the financial reporting and budgeting activities required by the statutes and/or required by our grant agreements.
- **Bookkeeping:** Responsible for bookkeeping under the supervision of our external financial consultants/accountants, as well as tracking budgets from different grant agreements.
- **Regulatory Compliance:** Ensure compliance with applicable statutory rules according to the Dutch financial and legal regulations, as well as relevant EU

and UK legislation and coordinate and facilitate internal and external audits, ensuring that all financial records are in order. Managing all matters relating to the legal and accounting aspects of the Dutch Stichting, the US Foundation, in close collaboration with a US and Dutch accounting and legal firm.

Human Resources & Contract Management

- **Provide administrative support around HR:** To work with the senior management team to ensure when employment contracts are negotiated, they meet the appropriate National legislation; to maintain a registry of all workers and contractors; to liaise with payroll and pension partners to meet legal and contractual obligations, advising on any changes. Administration of HR system (Bamboo). Occasionally supporting senior management with recruitment processes.
- **External services:** Prepare, issue and track all service agreements and all grant agreements, manage their payment, and any reporting, as required. Overview of all other contracts with external suppliers, for example website hosting, IT support, and various subscriptions.

Candidate Profile

We are seeking an experienced finance professional with:

- **Professional Experience & relevant certification:** At least 3-5 years in roles pertinent to financial services, accounting, or other closely related finance positions, complemented by relevant certification.
- **Strong financial and accounting knowledge:** including financial planning, management and reporting, experience in budget management, and proficiency in accounting software.
- **Education background:** Bachelor's Degree in finance, accounting, economics, business studies, or a related field. This should be complemented by relevant certifications.
- **Languages:** English - Advanced proficiency (C1 level) is a prerequisite, given that English serves as the organisation's primary working language; Dutch is an asset.
- **Team work & collaboration:** As Changing Markets has a small team we closely collaborate and support each other's work. We seek someone, who is hands-on, values collaboration and an open work environment, while being able to be a self-starter and work independently. Most of our current employees thrive working in small teams.

- **Funding & grant knowledge:** experience in managing funder grants and budgets in a non-profit setting is highly desirable.

The ideal candidate also would:

- Have excellent analytical skills and attention to detail.
- Be reliable, with a strong emphasis on timely and accurate planning, reporting, and grant compliance.
- Be open to change and potential growth in responsibilities. Changing Markets is in a transition phase where there is room for acquiring additional grants. While the aspiration is for the organization to remain agile and small, there might scope for some growth in this role.
- Be able to work independently and take ownership of the work.
- Be committed to the work of Changing Markets including its focus on tackling environmental and social issues through market-based campaigning challenging companies that are damaging to society and the environment.





How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the "Apply" button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process. The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-032024-ChangingMarkets or Pat-Jones-CoverLetter-032024-ChangingMarkets.

Timeline

Closing Date:

5 May 2024

First stage interviews:

Week of 13 or 20 May 2024 *(Please note applications will be reviewed on a rolling basis, and interviews might be scheduled before the closing date.)*

2nd stage interviews:

TBC

Final interview:

TBC

Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Changing Markets is committed to creating an inclusive workplace and welcomes applications from candidates from diverse backgrounds. Equality and diversity are at the core of Changing Markets values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at changing-markets@oxfordhr.com in the first instance.

About Oxford HR

Exceptional leaders can inspire change and propel purpose-led organisations towards reaching their world-changing goals. Finding such leaders can be a challenge; and yet their transition into leadership is vital to an organisations mission and success.

Oxford HR is a global leadership consultancy dedicated to searching for and supporting remarkable leaders and teams in purpose-led organisations.

We understand the nuances of purpose-led leadership because we've worked in organisations across the breadth of the sector ourselves. We've also worked with such organisations since 1995; so we appreciate just what benefits impactful people can bring.





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