

# Vacant position: Head of Finance & Administration

## Join Forests of the World in leading financial strategy and systems for global forest justice

Are you an experienced financial professional ready to take the lead in strengthening financial management across a growing international NGO? Are you motivated by climate, biodiversity, and sustainable development? Do you thrive in a participatory, decentralised work environment with both responsibility and influence? Then you might be the person we are looking for.

### About Forests of the World

For over four decades, Forests of the World (FoW) has worked to conserve forests and promote sustainable development in collaboration with local communities and Indigenous Peoples. From our hubs in East Africa, Latin America and Denmark, we work in partnerships to protect some of the world's most threatened ecosystems and promote climate action and environmental justice.

FoW is a sociocratic organisation with a strong participatory approach to leadership and collaboration. As Head of Finance & Administration, you will play a central role in ensuring sound financial systems and strategic use of our resources.

### Your responsibilities

As Head of Finance & Administration, you will lead FoW's financial and administrative systems and advise on key strategic decisions. You will be responsible for consolidating the organisation's finances across hubs and partners, and for aligning our financial systems with Danish law, donor requirements, and organisational needs. You will coordinate our finance and compliance efforts across country hubs, donors, and partners, and ensure our internal systems are robust, transparent, and aligned. You will not have personnel management responsibilities, but you will provide professional leadership across functions and geographies.

Your main tasks include:

- Overall financial management, budgeting, and strategic financial advice
- Coordination of audits, compliance, and internal controls

- Financial reporting to management, Board, and donors
- Oversight of project finance and donor alignment
- Professional support to regional finance staff and partners
- Coordination with outsourced providers for payroll and bookkeeping
- HR responsibilities for HQ (with support from Dansk Erhverv)
- Oversight of IT systems and GDPR compliance

You will be supported by a Finance and Administration Student Assistant and external service providers for daily accounting and payroll.

[Please find an elaborated list of tasks and responsibilities in Annex 1.](#)

### **Your qualifications**

We expect you to have:

- A relevant degree and minimum 5 years of financial leadership experience in an NGO or international context
- Fluency in English and Spanish (spoken and written); Danish is an asset
- Experience working with donor-funded projects and partner organisations
- Experience from or connection to the regions where FoW works (East Africa and Latin America) is considered a significant asset.
- Strategic mindset with attention to detail and compliance
- Confidence to work independently and in alignment with colleagues across cultures and locations
- Familiarity with participatory governance and decentralised structures is an advantage

### Terms of employment

The position is full-time (37 hours/week) starting August 18th 2025 and based at our headquarters in Copenhagen. From September, we will be located at the new **VOX Civil Society House** on Østerbro. You will report to the Co-Secretary General, Nanna Jochumsen.

Salary and employment conditions follow the local House Agreement at FoW which is guided by the agreement between the Danish Ministry of Finance and the Danish Confederation of Professional Associations (AC), with placement depending on experience and education.

### Application process

Please send your CV (max. 4 pages) and a motivated cover letter in English to [job@verdensskove.org](mailto:job@verdensskove.org) with the subject line: *Head of Finance & Administration*.

Application deadline: **June 10, 2025 at 24:00 (CET)**

First and second interviews will be held in **week 25** and will include a case assignment.

FoW encourages applicants from diverse backgrounds to apply.

If you have questions about the position, please contact Nanna Jochumsen at [njo@verdensskove.org](mailto:njo@verdensskove.org) or +45 31 90 27 70

## ANNEX 1

### Detailed Responsibilities and tasks

#### Head of Finance & Administration

Forests of the World

The Head of Finance & Administration is professionally responsible for coordinating Forests of the World's (FoW) financial, administrative and HR systems and for ensuring compliance with both internal policies and external requirements (e.g. donors and Danish legislation). The position includes strategic financial advisory to the management and Board. The position does not entail staff management but involves daily professional sparring and coordination with finance staff in FoW's regional hubs.

#### 1. Strategic Financial Management

- Provide strategic advice on financial health, risk, and sustainability to the management and Board.
- Develop and lead the annual organisational budgeting process across hubs and departments.
- Consolidate finances from all offices, interventions, and partners into a single annual organisational account.
- Monitor organisational cash flow, liquidity, and reserves.

#### 2. Financial Reporting and Auditing

- Prepare internal and external financial reports, including P&L, balance sheets, and cash flow statements.
- Report to the Board and management with clear recommendations.
- Ensure timely and accurate financial audits in collaboration with external auditors.
- Implement audit recommendations and secure follow-up on identified risks.

### **3. Financial Compliance and Internal Controls**

- Develop and implement robust internal financial controls, procedures, and tools.
- Ensure compliance with FoW's financial policies, strategies, and donor requirements.
- Maintain segregation of duties, transparent approval processes and clear documentation.
- Provide regular risk assessment related to finance and administrative processes.

### **4. Hub and Partner Coordination**

- Provide daily professional sparring to finance and admin staff in regional hubs.
- Align budgeting and reporting procedures across hubs with overall organisational systems.
- Support and train hub staff and to a limited extent partners in ensuring compliance with donor and FoW requirements.
- Oversee financial data quality from partners and quality assure project-level financial reports.

### **5. Project Finance**

- Ensure that financial management of projects follows donor regulations.
- Monitor project expenditures and ensure proper allocation to interventions and activities.
- Track time budgets and assist in hour-based budgeting.
- Approve and quality assure project budgets and proposals before submission to donors.
- Oversee and coordinate the submission of financial reports to donors.

## 6. Bookkeeping and Payroll

- Coordinate with the external accounting agency responsible for:
  - Bookkeeping
  - Payroll
  - Bank transactions
  - Monthly reconciliations and statutory submissions

## 7. Human Resources (HQ)

- Act as HR focal point for Danish office (supported by Dansk Erhverv):
  - Maintain and update HR policies and employment templates
  - Manage onboarding and offboarding processes
  - Assist with recruitment and contract administration

## 8. IT and Data Management

- Coordinate with external IT support provider to ensure secure and effective IT systems.
- Oversee GDPR compliance and lead the annual update of FoW's data protection procedures.
- Maintain structure and access rights for shared folders and cloud systems (Google Drive).

This role is critical to ensuring that FoW can scale its impact globally in a financially responsible and compliant manner, while staying true to our participatory and decentralised organisational values.