Inspired by a sense of caring and compassion for all the people who work to build a better world, as well as to support the many causes and movements for which they work, The Wellbeing Project (TWP) is focused on both cultivating a shift in the field of social change toward one that is healthier and more supportive of inner wellbeing, and on catalysing the development of a new infrastructure to better support everyone working in the field.

We are looking for a Cluster Lead who will be part of the Team who has a background in Finance, Compliance, Legal, Management and Strategy who is passionate about the social change field. We are looking for someone who is native-proficient in English, and ideally two other languages, preferably French and Spanish. Finally, someone who is at the same time strongly entrepreneurial and collaborative.

**KEY RESPONSIBILITIES:**

This role is a pivotal role, responsible for overseeing and providing leadership to the Finance function and all legal matters impacting the Project. This role is crucial in ensuring the Project’s financial strategy, stability, transparency and collaboration across all areas of the Project. Will be responsible for generating and managing the budget, strengthening external relationships and supporting the Project Co-Leads with the necessary materials for their roles.

- **Development and Adaptation of Finance Strategy:**
  - Collaborate with Project Co-leads to develop and adapt the Finance Strategy to align with the project's goals and objectives.

- **Financial Stability and Security:**
  - Prepare the annual budget in collaboration with all project areas and provide monthly reports to Project Co-leads.
  - Strategically plan the use of project resources over a fiscal year.
  - Work with Project Co-leads to adapt to emerging innovations in financial management.
  - Collaborate with partners, such as banks or fiscal sponsors, to implement support where needed.

- **Integrity, Transparency, and Awareness:**
  - Oversee a framework that ensures integrity, transparency, and awareness in financial operations.
  - Ensure smooth processes for ongoing accounting, yearly audits, and government reporting.
  - Develop and implement a framework for regular stakeholder (team, board, broader public) financial reporting.
Review overall financial reporting, make recommendations, and support changes to enhance clarity and support strategic decision-making on a monthly and annual basis.

- Relationship Orientation:
  - Foster a strong relationship orientation both internally with a service-oriented approach towards all team members and within the community with all collaborators.
  - Collaborate effectively with all key finance and administration stakeholders to maintain positive relationships and achieve project objectives.

- Administration Oversight:
  - Oversee the administration function of the project, including all legal work, technology, and other elements defined as part of the function.

- Team Leadership:
  - Lead the finance and administration team, providing guidance, mentorship, and support to ensure high performance and alignment with organisational goals.

**REQUIRED QUALIFICATIONS:**

**Profile:**

- A bachelor’s degree in finance, Accounting, Business, or related fields
- At least 10 years of experience in managing finance and administration services or as CFO in non-profit setting is a must.
- Demonstrated experience in a leadership or supervisory role.
- Experience in managing budgets for various projects and working with senior leadership and management staff on financial matters.
- Exceptional oral and written communication skills, with the ability to communicate complex financial matters to non-financial staff, engaging successfully with many different stakeholders and senior leadership.
- Ability to plan, organize and prioritize work when dealing with multiple deadline-driven projects and coordination with cross-functional teams.
- Experience with financial reporting and use of financial software such as, Xero, etc.
- Ability to work efficiently in a virtual office environment with minimal direct supervision.
- Experience working in a nonprofit or international development organization, or a similar context.

Flexible and like to be in a fast-paced and ever-changing environment.

- Effective time management and organisational skills needed to prioritise, tasks, set goals, meet deadlines

**Competencies**

- People-oriented and able to communicate with respect, clarity, and sensitivity.
• Assertive communication skills: can express needs when they arise, with openness and authenticity, in a beneficial manner.
• Problem-solving attitude, proactive, decision- making, responsive and thinking beyond the task at hand.
• Comfortable working independently and as a member of a larger team and self-aware.
• Strong awareness and comfort with cultural differences and a global perspective.
• Comfortable with flexible working hours working across multiple time zones.
• Comfortable in social sector

WHAT WE OFFER

• An opportunity to work on a ground-breaking, global project that is a co-creation with leading institutions in the field of social change, and that is already seeing the beginning of an extraordinary movement.
• An innovative, co-creative, entrepreneurial, and international working environment.
• A strong culture which is at the core of our organisation and the project, as well as a large and diverse Project team that is loving, caring and... awesome people!
• A steep yet friendly learning curve, including building a variety of key relationships in the social change sector worldwide.
• Be a part of a fulfilling and meaningful professional project based on strong values and an opportunity to impact the lives of millions of people touched by the work of social changemakers.