

Chief Finance & Administration Officer

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.

At The Wellbeing Project, we live by three core values:

- **Balanced Self-Leadership (Be You, Be Great):** We encourage deep self-awareness, emotional intelligence, and continuous personal growth. Our team members practice self-care, set clear priorities, and proactively seek feedback to improve.
- **Lightness (Be You, Be Gentle):** We bring joy, curiosity, and a growth mindset into our work, focusing on solutions and maintaining a high level of positive energy.
- **Collaborate Kindly (Be You, Be Together):** We foster a supportive and respectful environment, sharing information openly, assuming positive intent, and working in alignment with our team and partners.

At The Wellbeing Project, we are committed to fostering a work environment that values personal and professional growth. We seek individuals who embody our competencies, and who are excited to contribute to an environment where these competencies drive our collective success.

Key Competencies:

- **Self-Management:** Regulating thoughts, emotions, and actions effectively to achieve personal and professional goals.
 - **Agile Mindset:** Embracing adaptability, continuous learning, collaboration, and problem-solving.
 - **Resource Mobilization Mindset:** Identifying, allocating, and utilizing resources proactively to maximize impact.
 - **People Management & Leadership:** Inspiring and managing teams to achieve objectives efficiently while fostering engagement and growth.
 - **Sustainable Mindset:** Integrating economic, social, and environmental considerations into decision-making.
 - **Communication:** Effectively conveying and understanding information to build relationships and collaborate.
 - **Co-Creation:** Engaging diverse stakeholders to generate innovative and meaningful solutions.
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We are looking for a strategic and hands-on Chief Financial Officer (CFO) to join our leadership team. This role is ideal for a values-driven finance leader with extensive experience across nonprofit, corporate, and/or start-up sectors, who is comfortable working in dynamic, fast-changing environments. The CFO will work closely with all areas of the Project—especially the Fundraising and Leadership team—to ensure financial alignment and support effective decision-making.

Key Responsibilities

The CFO is a key member of the leadership team, responsible for leading the Finance function and overseeing all financial, legal and administrative matters affecting the Project. This role plays a central part in ensuring financial strategy, stability, transparency, and cross-functional collaboration. The CFO will manage the budgeting process, foster critical external relationships, and provide the Project Lead with timely financial insights and materials.

The role also involves close collaboration with the fundraising team and other key areas to ensure financial alignment across the Project.

1. Development and Adaptation of Finance Strategy

- Work in close partnership with the Project Lead to develop and continuously refine the Finance Strategy, ensuring alignment with the Project's evolving goals and objectives.

2. Financial Stability and Security

- Lead the annual budgeting process in collaboration with all project areas.
- Deliver monthly financial reports to the Project Lead.
- Strategically plan and monitor the use of project resources across the fiscal year.
- Identify and implement emerging innovations in financial management.
- Collaborate with external partners (banks, fiscal sponsors, etc.) to ensure robust financial support systems.
- Ensure smooth and supervised cash flow processes.

3. Integrity, Transparency, and Awareness

- Oversee a framework that fosters integrity, transparency, and financial awareness across the organization.
- Ensure efficient financial operations, including accounting, annual audits, and compliance with regulatory requirements.

- Develop and implement regular financial reporting for internal and external stakeholders (team, board, public).
- Continuously review financial reporting, make strategic recommendations, and drive improvements to support effective decision-making on both monthly and annual cycles.

4. Relationship Orientation

- Cultivate a service-oriented finance function that supports all internal team members.
- Build and maintain positive working relationships with collaborators and key administrative and financial stakeholders to advance project objectives.

5. Administration Oversight

- Oversee the broader administration function of the Project, including legal matters, technology infrastructure, and any other components defined within the scope of this responsibility.

6. Team Leadership

- Lead and mentor the Finance and Administration team, fostering a high-performance culture aligned with the Project's strategic goals.
- Provide clear direction, professional development, and ongoing support to ensure team success.

Required Qualifications

- Bachelor's degree in Finance, Accounting, Business, or a related field.
- A Master's in Management, MBA, or equivalent postgraduate qualification would be appreciated.
- Minimum of 15 years of experience leading finance and administration functions, including roles as CFO or senior financial lead.
- Experience working in both nonprofit and corporate settings is essential.
- Proven expertise in treasury management and managing banking relationships.
- Track record in managing multi-project budgets and working closely with senior leadership on financial strategy.
- Proficiency in financial reporting and systems (e.g., Xero).
- Demonstrated leadership and team management experience.

Required Leadership Competencies

Self-Leadership

- Self-aware, independent, and comfortable both leading and collaborating within larger teams.
- Strong cultural competence and global awareness.
- Adaptable to working across multiple time zones and with flexible scheduling.
- Deep alignment with the mission and values of the social impact sector.

Communication

- People-oriented communicator, able to engage with clarity, empathy, and respect.
- Assertive communication style: comfortable expressing needs and insights authentically and constructively.
- Ability to explain complex financial information in accessible language to non-financial stakeholders, including senior leadership and partners.

Team Management & Leadership

- Strong time management and organizational, planning and prioritizing abilities, with a consistent focus on setting and meeting goals in a fast-paced, multi-project environment.
- Able to work independently and efficiently in a virtual office setting with limited direct supervision.
- Comfortable navigating uncertainty, ambiguity, and change.
- Flexible and responsive to shifting priorities in a dynamic organizational context.
- Strategic problem-solver with a proactive mindset and capacity for forward-thinking decisions.

What we offer

- A ground-breaking, global project co-created with leading institutions in the field of social change, already sparking the beginning of an extraordinary movement.
- A steep yet supportive learning curve, with opportunities to build a diverse network of key relationships across the social change and art communities worldwide.
- An innovative, co-creative, entrepreneurial, and international working environment where experimentation and fresh perspectives are encouraged.
- A strong, caring culture at the core of our organization, alongside a large and diverse team of passionate and awesome people.

- The chance to contribute to a fulfilling and meaningful professional project grounded in solid values, directly impacting the lives of millions touched by the work of social changemakers.
- Competitive compensation and benefits aligned with your experience and seniority
- We offer full flexibility to work remotely and welcome candidates in different locations. The role includes occasional international travel (up to 2–3 times per year) for key events and engagements.

We will be receiving applications until September 15th, 2025, through [Linkedin link](#) or send your CV and cover letter hiring@wellbeing-project.org, looking forward to meeting you!