

FFS - HEAD OF CORPORATE SERVICES

POSITION SUMMARY

The Head of Corporate Services will be a strategic thought-partner, and report to, the Chief Executive Officer (CEO). The successful candidate will be a hands-on and participative manager with entrepreneurial spirit and will lead efforts to support the following areas: finance, business planning and budgeting, and human resources management.

The Head of Corporate Services will play a critical role in partnering with the senior leadership team in strategic decision making and operations as the Federation continues to grow its operations, business, and human capital from launch into its period of stabilization. This is a tremendous opportunity for a finance and operations leader to maximize and strengthen the internal capacity of a growing, high-impact organization.

ESSENTIAL FUNCTIONS

1. Financial Management

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials for all donor segments, and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with the CEO; administer and review all financial plans and budgets; monitor progress and changes and keep senior leadership team abreast of the organization's financial status.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Update and implement all necessary business policies and accounting practices; improve the finance department's overall policy and procedure manual.
- Oversee business license, accounts receivable, accounts payable, payroll and other financial functions of the museum.
- Coordinate specified risk management activities, including the procurement of appropriate insurance coverage.

2. Human Resources

- Further develop the human resources toolkits, including policies & procedures, administration, compensation and benefits, and performance evaluation.
- Maintain records on required training and team communication.
- Work closely and transparently with all external HR partners including third-party vendors.
- Maintain personnel files for board and staff.
- Ensure compliance with applicable FIFA, OFC, and local law requirements.

3. System-Building

- Work with key departments to maintain appropriate financial transaction procedures, particularly procurement, banking, Development, and Membership.
- Collaborate with the Management to align financial management with fundraising goals.
- Collaborate with the management to align financial management with earned revenue goals.

4. Team Leadership and Culture

- Provide a welcoming and collaborative environment that sparks excitement and enthusiasm for clubs, donors, members and team.
- Strategize with senior leadership of the secretariat and the board of directors to set overall core purpose, mission, and values.
- Share responsibility as designated federation operational point person, along with other senior leadership of the secretariat.
- Work with CEO and Team to cultivate professional development opportunities for staff and volunteers to help advance the intellectual, skills, and social capacity of the overall team.

The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Federation reserves the right to revise or change position duties and responsibilities as necessary to accommodate changing organizational needs.

QUALIFICATIONS

Educational Preparation and Work Experience – Bachelor's Degree majoring in Accounting or Finance with a CPA a plus

- Minimum 5-7 years of overall professional experience, including at least 3 years in a senior level position in the private or public sector.

B. Technical Skills

- Operate standard office computer applications and manage databases and spreadsheets. Proficient in the use of Microsoft Office applications to include Outlook, Word, Excel, and PowerPoint; and standard office equipment to include copiers, fax machines, telephones required
- Knowledge of digital tools and databases commonly used in financial and HR management. Knowledge of Xero a plus.
- Excellent verbal and written communication skills and effective interpersonal skills

C. Learning Inclinations

- Independent, self-directed learner
- Creative problem-solver
- Ability to learn new digital tools to optimize productivity and communication
- Proven ability to work independently as well as within a team environment

D. Attitudinal Qualifications

- Strong track record of ethics with regard to confidentiality and fiscal management
- Ability to organize time effectively and manage multiple tasks simultaneously
- Ability to set and meet deadlines
- Strong curiosity and passion for learning, with an excitement for new challenges
- Flexible and team-oriented
- Strong attention to detail
- Willingness for occasional travel, work nights and weekends

CLASSIFICATION

- The Head of Corporate Services is a full time 3 year contractual position with an attractive remuneration package offered to the successful applicant.