

Recruiting: Head of Finance & Operations

About Meridia

Accurate farm and traceability data are critical for businesses to comply with ever-stricter compliance regulations and deliver upon sustainability commitments. At the same time, most smallholders continue to struggle to earn a living income, fueling the deforestation and biodiversity crisis. Reliable field data is needed to drive the transformation toward confronting these challenges.

That's where Meridia comes in. Since 2015, Meridia offers field data solutions for smallholder supply chains to accelerate the achievement of full traceability in supply chains, enabling living income, and supporting regenerative agriculture, currently in Ghana, Ivory Coast and Indonesia.

See <https://www.meridia.land> for more information on our work.

The Role

As the Head of Finance & Operations (HF&O), you are responsible for ensuring smooth, efficient and effective back-office operations of Meridia - covering areas such as finance, HR, and legal. This position combines the day-to-day management of finance and operational matters, as well as defining and executing a roadmap on continuous improvement in the areas of finance, operations, contracting and HR.

The HF&O is a real 'spider-in-the-web' position that requires you to be both pragmatic and creative in tackling issues as they arise and actively supporting the company's long term strategy. .

You will be based in the Netherlands as part of a 4 person management team and will work closely with our teams in all of Meridia's countries of operations (Ghana, Indonesia, Ivory Coast and Lithuania). You will report to the CEO in the Netherlands.

Responsibilities

The Head of Finance & Operations has the following areas of work and responsibilities:

Finance

- **Organisational finance** - control and monitoring of country and consolidated budgets, defining financial processes, and managing of external finance support

- **Project finance** - control and monitoring of project budgets, finances, and invoice management.

Operations

- **Policies and procedures** - mapping, defining, maintaining and developing Meridia policies and procedures in view of client requirements, organisational needs and compliance.
- **Contracts** - front-to-end management of Meridia contracts with clients, staff and third parties, including contract review and monitoring, development of contract templates and procedures, and coordination of external legal support.
- **Human resources** - developing, maintaining and managing Meridia's frameworks and processes to support, empower and develop staff, including learning & development, employee policies, and recruitment.
- **Operations infrastructure** - managing operations infrastructure, such as hardware, software, insurances, etc.
- **Project Management and Oversight** - monitoring and steering project portfolio on contractual and financial matters, developing and improving project management processes and procedures

Reporting

- **Processes** - managing the internal reporting processes and lines on finance and operations
- **Reports** - producing reporting for internal purposes, project donors, board and/or investors as needed

The ideal candidate has/is

- A pro-active attitude, able to switch and prioritise between day-to-day tasks, ad-hoc urgencies and long-term strategic initiatives.
- 5+ years of experience in coordinative or managerial positions.
- Experience in managing budgets, accounting and financial processes is a must; experience in HR and legal operations strongly preferred.
- Strong communicator, comfortable engaging stakeholders and partners at various levels
- Proficient in managing and structuring company and project data, information and knowledge
- Experience with working across different cultures and continents
- Fluent in English; Proficiency in French and/or Dutch are an asset
- Based in or able to work from Amsterdam, The Netherlands

- Non-EU applicants based in The Netherlands: the candidate has the necessary permits to work in the Netherlands

The benefits package includes

- Market rate salary commensurate with your skills and competencies
- Four-day work week
- Being part of a fast-growing impact venture with an informal, professional work culture
- A computer or laptop for work

Apply!

Applications will be processed on a rolling basis. Please apply by submitting your details: <https://podio.com/webforms/12899533/879652>.

The ideal starting date is May/June 2023.

If you have any questions, feel free to reach out to judith.rosenbrand@meridia.land and jobs@meridia.land for more information about this position.