

## TERMS OF REFERENCE CHIEF FINANCIAL OFFICER

### 1. Background:

Kopernik is a registered public charity with tax exempt 501(c)(3) status in the United States, founded on 18 September 2009. Kopernik mission is to connect people in developing countries to simple, life-changing technologies through our online-marketplace ([kopernik.info](http://kopernik.info)).

Since its founding, Kopernik has grown steadily, and to date it has implemented over 41 projects in 11 countries, reaching more than 62,000 people. With growing operations and expanding revenue sources, Kopernik's management has been strengthening the organisation's financial management system.

### 2. Position:

Chief Financial Officer (CFO) will take charge of all aspects of Kopernik's financial matters.

The CFO will report to and work closely with the Chief Operations Officer. In addition, s/he will work with the senior leadership to develop and implement strategies across the organization. S/he must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing finance staff. He/she will also provide necessary training to Kopernik's finance staff and equip them with necessary skills to manage finance related tasks effectively.

### 3. Tasks:

CFO will perform the following tasks:

#### *Finance*

- Perform cash flow planning and ensure availability of funds as needed.
- Perform cash, investment, and asset management.
- Develop financing strategies and activities, as well as banking relationships.
- Develop and utilize forward-looking, predictive models and financial analyses to provide insight into the organization's operations and business plans.

#### *Planning*

- Coordinate the development and monitoring of budgets.
- Develop financial business plans and forecasts.
- Participate in organization's policy development as a member of the senior management team.
- Review the current structure and process of managing financial flows and data
- Re-align the structure of our accounting data (Quickbooks) and its flow, based on Kopernik's evolving business model
- Develop short-, medium-, and long-term financial plans and projections.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

### *Accounting and Administration*

- Ensure proper maintenance of all accounting systems and function
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for the relevant governments.
- Prepare and communicate monthly and annual financial statements.
- Coordinate audits and proper filing of tax returns.
- Ensure legal and regulatory compliance regarding all financial functions.

### *Others*

- Any other tasks requested by the COO and CEO

### **4. Period:**

1 year, with probation period of initial 3 months, starting in March 2012.

### **5. Location:**

Kopernik office in Ubud, Bali, Indonesia

### **6. Desired qualification and background**

The ideal candidate has the following qualification and background:

- Master's degree in accounting, finance and/or relevant discipline
- Over 10 years of progressive financial management and accounting experience, including at least three years experience as CFO or equivalent, preferably in a nonprofit organization with a budget of at least \$5 million.
- Experience in a senior financial-management role, working with executive staff, resulting in the development and implementation of creative financial management strategies.
- Experience working with finance and accounting software.
- Excellent written and oral communication skills.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Certified Public Accountant in the United States, and knowledge of Indonesian financial regulations
- Understanding of US Non-Profit Organization laws and tax regulations
- Experience in strategic planning
- Proficiency in using QuickBooks accounting software
- Exposure to and interest in international development