ACN International, Director of Finance (DoF) – Job Specification

Organization: ACN International

Reports to: Secretary General (SG)

Location: Königstein (Frankfurt), Germany

Employment Type: Full-time

Organization Overview: ACN International is a pastoral Charity of the Catholic Church, which supports Christians wherever they are persecuted, oppressed or in pastoral need. Funded exclusively by private donations, ACN supports over 5000 projects annually in more than 140 countries with a budget of around 100 million Euros and total revenues of over 145 million Euros. ACN is also a Pontifical Foundation, directly answerable to the Holy Father and has 24 National Offices engaged in fundraising in Europe, North and South America, Asia and Australia. The National Offices are part of the Foundation but operate as independent entities often governed by local regulation. Our International Headquarters are in Königstein, near Frankfurt am Main, Germany.

Position Summary

The DoF will serve as a key member of the senior leadership team, responsible for the overall financial health, strategy, and operations of the organization. This includes financial planning, reporting, compliance, risk management, and oversight of accounting, treasury, and audit functions. The DoF will work closely with the SG, all governing boards (Administrative Council, General Council, Supervisory Board) and all National Offices of the organisation.

Key Responsibilities

Financial Strategy & Leadership

- Develop and execute financial strategies that support the organization's mission and long-term sustainability
- Serve as a trusted advisor to the SG and various boards on financial matters as well as advisor to the Directors and financial managers of National Offices
- Lead annual budgeting and multi-year financial planning processes
- Provide financial data and analysis to all stakeholders. Develop a comprehensive financial reporting and analytics template for use by the National Offices

Accounting & Reporting & Audit

- Oversee all accounting operations, including general ledger, accounts payable/receivable, payroll, and grants management

- Ensure timely, accurate monthly, quarterly, and annual financial statements
- Prepare reports for management and all governing boards
- Ensure compliance with German accounting & taxation rules as well as nonprofit accounting standards
- Manage annual independent audit and tax filings; orchestrate annual audit, both for the international foundation (including 24 national offices) as well as the German gGmbH ("gemeinnützige GmbH")
- Liaise and consult with finance teams of all 24 national offices in relation to production of their audited accounts
- As Pontifical Foundation: liaise and align with Vatican to comply with Vatican law on all financial aspects

Compliance & Risk Management

- Ensure compliance with federal, state, and local regulations, as well as any diocesan financial policies or oversight requirements
- Oversee internal controls, risk management, and fraud prevention
- Maintain compliance with restricted fund accounting and donor stewardship requirements
- Act as International Compliance Officer, including all 24 national offices as well as project partners (recipients of donations)

Grants & Fund Management & Treasury

- Oversee financial administration of grants, restricted gifts, and endowments
- Ensure accurate tracking and reporting of restricted and unrestricted funds
- Support development team with financial data for grant applications and donor reporting
- Supervise cash flow, banking relationships, and investment portfolios
- Design and implement appropriate Treasury policies for the investment of liquid assets across the global organisation

Team Leadership

- Supervise finance and accounting staff at HQ; foster a culture of accountability and professional development
- Collaborate cross-departmentally with program, development, and operations teams
- Develop collaborative relationships with National Office financial staff and Directors

Qualifications

Required

- Master's degree or equivalent in Accounting, Finance, or related field

- Minimum 10 years of progressive financial leadership experience, including senior management role, accounting / controlling / compliance / audit processes / treasury / financial strategy
- Minimum of 5 years of experience with German accounting rules and possibly German non-profit taxation regulations
- Experience with nonprofit fund accounting and with multi-national organisational structures
- Excellent communication skills, including ability to present to board members and donors
- Excellent understanding of accounting software, proficiency in financial management tools like bill.com
- Fully bilingual German & English

Preferred

- Experience working within a Germany based Catholic organization, diocese, or affiliated entity
- Familiarity with Catholic Social Teaching and ability to articulate financial decisions within a mission framework
- Additional languages

Mission Alignment

Candidates should demonstrate an understanding of and identify with the Catholic doctrine and mission of ACN International.

What else we offer you*:*

The role provides an opportunity for the successful candidate to have a significant impact on the well-being of the Catholic Church and her members across the globe especially in those countries where they suffer and are persecuted most.

We offer an appropriate salary in accordance with the pay scale of the German Caritas Association (AVR), plus social benefits relating to Church-based charities in Germany, Christmas bonuses and holiday pay, a rich spiritual program including daily mass and spiritual retreats.

Do you feel motivated, then please send your motivation letter and CV to

ACN International gGmbH
Mrs. Linh Alonso
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