

## **HEAD OF ACCOUNTING AND ADMINISTRATION**

The Common Fund for Commodities (CFC) is an UN-affiliated international financial institution with 101 Member States, mandated to reduce poverty by transforming commodity-dependent economies. Operating as an impact investment fund, the CFC finances smallholder farmers, SMEs, and value-chain actors across Africa, Asia, and Latin America, helping raise incomes, strengthen resilience, and reduce vulnerability to climate and market shocks. Since 1989, the CFC has mobilized over USD 1 billion in investments, serving as a bridge between developing and developed economies. Headquartered in Amsterdam, the CFC is advancing a new generation of initiatives, including the USD 100 million Agricultural Commodity Transformation (ACT) Fund, which places SMEs at the centre of scalable, climate-smart agricultural transformation.

The Head of Accounting and Administration is responsible for the overall financial and administrative management of the CFC. The role oversees strategic financial resource management, multi-currency accounting operations, preparation of the consolidated administrative budget, monthly financial reports, and annual financial statements in compliance with IFRS. It also ensures effective administration of internal policies, staffing and contractual processes, and institutional support functions.

In addition, the position supports the financial and administrative oversight of externally funded programmes, including in the Central African Forest Initiative (CAFI) region, projects financed by the UK Foreign, Commonwealth & Development Office (FCDO), and the management of Technical Assistance Facilities, ensuring appropriate budgeting, financial controls, reporting, and compliance with donor requirements. The role includes supervision of the Accounting and Administration team and provides close support to governance, oversight, audit, and donor assurance processes.

Candidates should possess a minimum of 10 years of relevant professional experience in an international financial institution, intergovernmental organization, or comparable environment. Experience within the UN system or with NGOs is an asset. The role requires strong analytical capability, sound judgment, and excellent written and oral communication skills, including the ability to prepare high-quality documentation for governing bodies, auditors, donors, and external stakeholders.

This is a full-time position based in Amsterdam, with an initial two-year fixed-term appointment, renewable subject to performance and institutional needs, and normally offered at the ICSC P-3 level. Appointment at a higher grade may be considered for candidates with particularly strong qualifications and relevant experience, in accordance with applicable rules and procedures.

### **Why Join CFC?**

- The CFC pays an attractive tax-free compensation based on United Nations grade levels, and additional benefits.
- Contribute to a global mission of poverty alleviation and sustainable development.
- Work in a dynamic and multicultural environment with a team of dedicated professionals.
- Play a key role in shaping the financial and administrative strategies of an international financial organization.
- Opportunities for professional growth and development.

## **DUTIES, RESPONSIBILITIES AND ACCOUNTABILITIES**

The **Head of Accounting and Administration** leads the strengthening of the CFC's financial and administrative systems to ensure sound oversight, transparency, accountability, and operational efficiency **in support of the CFC's mandate as a Member State-driven organization**.

Reporting to the Managing Director, responsibilities include, but are not limited to, the following:

### **Accounting and Financial Management**

- Prepare annual financial statements and periodic reports in accordance with IFRS.
- Maintain IFRS-compliant financial management and internal controls to ensure clean audit outcomes and lead the external audit process.
- Oversee a multi-currency accounting system covering core resources, trust funds, and externally funded programmes.
- Liaise with external auditors and the External Administrator of the ACT Fund.
- Ensure compliance with internal policies, including oversight of AML controls.
- Lead the preparation and monitoring of the Consolidated Administrative Budget for regular and external resources.
- Produce monthly management reports and financial analyses.
- Oversee payroll, staff-related financial entitlements, and Provident Fund accounting.
- Ensure accurate accounting and reporting of loans, grants, equity investments, and trust funds, and maintain custody of financial records.
- Provide required financial information to Member States, including share capital reporting.
- Promote cost efficiency and prudent financial management.
- Ensure financial management continuity and resilience through appropriate back-up arrangements and segregation of duties, in line with internal policies.

### **Administration and Governance Support**

- Oversee administrative support functions, including internal processes related to staffing, procurement, office services, and vendor contracts.
- Ensure consistent application of internal policies and compliance with institutional and legal requirements.
- Ensure fair, transparent, and consistent application of staff rules, policies, and administrative processes, upholding principles of equity, due process, and institutional integrity.
- Support the preparation and presentation of documentation for the CFC's governing and oversight bodies.

### **Strategic Leadership and Management**

- Advise the Managing Director on financial and administrative matters aligned with the CFC's mission and Strategic Framework 2025–2035.
- Support the institution in addressing emerging digital and AI-related risks and opportunities, ensuring responsible adaptation of financial and administrative processes with appropriate controls, transparency, and safeguards.
- Represent the CFC in financial and administrative engagements with Member States, donors, and partners, as required.
- Supervise and manage a small team responsible for accounting, back-office, and administrative functions.
- Ensure the effective operation of internal control systems.

## COMPETENCIES

Empathy. An ability to have a deep understanding of the challenges faced by marginalized communities, particularly in the developing world.

Communication and Teamwork. Demonstrates openness in sharing information and keeping people informed, solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Commitment to CFC's policy on Additionality, Partnerships and Innovations (API).

Structured and analytical thinking. The successful candidate should demonstrate the capacity and skill to obtain and analyse complex information from multiple sources, producing a clearly structured interpretation and numerical indicators reflecting the CFC's impact performance.

Strong functional and operational understanding and proactive attitude. In addition to analytical skills and communications experience, the successful candidate must possess a clear understanding of how individual projects combine to create a high-impact project portfolio. Proactive attitude to addressing shared challenges is a strong advantage.

Leadership. The successful candidate must lead by example, provide direction, and inspire others. This requires establishing trust and credibility, maintaining transparency, and demonstrating reliability, while also empowering staff through timely performance evaluations and opportunities for growth.

Commitment to good governance and ethical business practices. The successful candidate is expected to have the commitment to ethical business practices, diligence and good governance. Understanding of the UN Global Compact principles will be an advantage.

## SELECTION CRITERIA

- An advanced university degree (Master's level or higher) in Accounting, Finance, or a related field, together with a recognized professional accounting qualification (e.g. ACCA, ACA, CPA), and current knowledge of IFRS.
- A minimum of 10 years of relevant professional experience in senior accounting, financial management, or analytical roles within an international financial institution, development finance organization, consulting firm, multinational corporation, NGO, or comparable environment.
- Strong knowledge of financial risk management, regulatory compliance, internal controls, and audit processes.
- Demonstrated experience in financial planning, budgeting, forecasting, scenario analysis, and financial reporting in support of strategic decision-making.
- Proven leadership and people-management skills, with the ability to lead teams, foster accountability and fairness, and manage change.
- Excellent analytical, problem-solving, and critical-thinking skills, with experience handling complex financial and operational challenges.
- Strong written and verbal communication skills, including the ability to present financial information clearly to senior management, governing bodies, auditors, donors, and non-financial stakeholders.
- Demonstrated experience in stakeholder engagement and negotiation, particularly with auditors, regulators, donors, and financial institutions.
- Experience in implementing and overseeing financial and accounting systems, including ERP platforms, data analytics, and financial software.
- Experience or demonstrated interest in digital transformation, including the responsible use of AI-enabled or data-driven tools in finance or administration, would be an asset.
- Familiarity with SEMS (Social and Environmental Management Systems) and ESG (Environmental, Social, and Governance) frameworks is an advantage. High standards of

integrity, accuracy, and professionalism, with strong interpersonal skills and the ability to work independently in a multicultural environment.

- Excellent command of English is required; knowledge of other UN languages, particularly French or Spanish, is an advantage.
- In accordance with the CFC Agreement, **only nationals of CFC Member States are eligible for appointment.**

## TO APPLY

Applicants should complete [this short form](#) and send a brief cover letter (max 500 words) and concise curriculum vitae not exceeding 3 pages, in English, to [recruitment@common-fund.org](mailto:recruitment@common-fund.org) including their FULL name and Vacancy Ref (2026 – 01) in the email subject heading.

The closing date for applications is 18:00 (CEST) on Friday 13 February 2026.

*Due to the anticipated high number of applicants, the CFC reserves the right to close this opportunity once sufficient applications are received. Contact will be made with shortlisted candidates only.*

## ADDITIONAL INFORMATION

- Please note that the CFC does not accept unsolicited resumes.
- Applications received after the closing date will not be considered.
- Please note that only shortlisted candidates will be contacted and advance to the next stage of the selection process, which involves various assessments.
- The CFC embraces diversity and is committed to equal employment opportunity.
- The CFC reserves the right to appoint a candidate at a lower level than the advertised level of the post.
- All CFC staff are responsible for performing their duties in accordance with the CFC Policies, Code of Conduct and associated guidelines, as well as other relevant accountability frameworks.
- It is the policy of the CFC to conduct background checks on all potential personnel. Recruitment in the CFC is contingent on the results of such checks.