

Fondo Mexicano para la Conservación de la Naturaleza, A.C., is looking for someone to join the team as:

Chief Financial Officer

General purpose of the Finance Division

To lead the development, control and compliance (legal, labor and fiscal) in the execution of the financial resources of FMCN, and represent the institution at the national and international level in the management of new financial models for the conservation of natural resources.

Functions and responsibilities of the Chief Financial Officer

- Advise the General Directorate in national and international forums for the management of innovative mechanisms for investment and financing for conservation.
- Follow up the identification of the main risks and develop the mechanisms for their administration and control.
- Coordinate the implementation of the agreements taken by the Investment Committee, in compliance with the current investment policy, to ensure the income for the operation of the projects and the preservation of FMCN's financial assets.
- Supervise the preparation of the general and divisional budget, in order to fulfill the short and medium-term financial objectives and provide information on its behavior over time.
- Consolidate FMCN's annual general budget and its tracking system.
- Supervise the management of treasury and budget control.
- Direct the use and operation of the EOS Lovis tool.
- Direct the development and implementation of policies and procedures related to treasury control, to ensure the efficient use of financial resources that guarantee the operation of FMCN.

- Ensure an adequate internal control structure, to comply with the legislation and requirements of national and international government entities, maintain transparency in the use of financial resources and facilitate administrative processes within FMCN.
- Review the operating, internal control, risk, and accounting EOS (Lovis) standards and manuals, as well as administrative formats.
- Review contracts with individuals and legal entities and control the documentary file to ensure the correct allocation of resources and payments.
- Manage the resources necessary for the payment of payroll and staff benefits, to comply with current legislation.
- Determine the financing and liquidity needs required for the operation.
- Authorize and release the necessary treasury resources for the daily operation of the projects.
- Develop and supervise the implementation of policies and procedures related to budgets, collections, payments, cash flow, investments, and sources of financing, based on general policies and applicable legislation.
- Prepare the financial statements of FMCN (including, at least, NIF and USGAAP) that will serve as input to the audit of financial statements and ensure their timely and proper presentation at the Annual Assembly for approval.
- Coordinate the preparation and presentation of returns to the *Internal Revenue Service* (IRS) to ensure that FMCN meets the deductibility standards in the United States.
- Ensure the delivery of reports to the related authorities in a timely manner, such as the Consejo Nacional de Ciencia y Tecnología (CONACyT), the National Institute for Social Development (INDESOL), among others.
- Supervise the activities of the independent financial advisor and the investment, to verify compliance with the agreements of the Investment Committee.

Background

FMCN (www.fmcn.org) is a private environmental fund established in 1994. Its mission is to join forces with other actors and sectors in strategic technical and financial support to conserve Mexico's natural heritage. Due to close collaboration with civil society, national and international government agencies, as well as the private sector, FMCN is a national and international benchmark for the design of financial mechanisms for nature conservation, project financing, the promotion of knowledge exchange and the identification of areas of opportunity to contribute to the proper use of our natural capital. FMCN unites the knowledge of the communities in the field, the social and natural sciences with finance through networks of collaborators that address the environmental challenges of our country.

FMCN's Strategic Plan 2018-2023 addresses national goals that respond to the Sustainable Development Goals of the United Nations. It focuses on four external objectives:

- 1) **Conservation:** favor the integrity of ecosystems and their ecological processes.
- 2) **Sustainable management:** promote the long-term use of natural resources.
- 3) **Capacity development:** consolidate professional competence and personal leadership, as well as competitiveness and institutional capacity for sustainable development.
- 4) **Environmental responsibility:** promote voluntary compensation schemes in development projects.

With 27 years of experience, FMCN has channeled 186 million dollars to projects in the field, supporting more than 70 thousand people in the adoption of sustainable practices, granting 2,288 donations, and protecting 314 threatened species.

Structure

FMCN relies on its structure to achieve the goals of the Strategic Plan. The Assembly of Associates is the highest authority in FMCN and integrates representatives from various sectors of society.

This body is responsible, among other functions, for approving the annual report and financial statements, as well as for authorizing any change in the FMCN structure.

The next level of authority is the Board of Directors, made up of representatives from different sectors of society. In addition, it has a Commissioner, who reviews the report of the external auditors regarding the annual Financial Opinion of FMCN. The Council reports to the Assembly and is responsible for supervising the General Directorate, as well as approving the strategic plan, programs, projects, and the annual budget. In support of the Board of Directors, 6 committees monitor specialized topics. They are made up of people recognized in their fields, who donate their time to conservation through their constant advice.

FMCN has a General Directorate, which directs the operation of the entire institution and monitors the agreements of the Board of Directors. The main task of the General Directorate is to supervise the execution of the Strategic Plan, obtain funds, manage the necessary human resources, and take care of inter-institutional relations. The General Directorate is supported by four Divisions: Conservation, Sustainable Management, Institutional Research and Development, and Finance.

The Conservation Division is responsible for the operation of FMCN programs, which meet the first external conservation objective of the Strategic Plan, which consists of promoting the integrity of ecosystems and their ecological processes. It oversees the execution of programs and projects in protected natural areas, sea conservation, and payment for environmental services in accordance with established agreements.

The Sustainable Management Division is responsible for achieving the goals of the second external objective of the Strategic Plan, which is sustainable management. This consists of promoting the long-term use of natural resources. This area oversees the execution of projects in sustainable cities, forestry and agricultural management in sustainable productive landscapes.

The Institutional Research and Development Division is responsible for designing projects, ensuring that they have solid foundations for compliance with international environmental and social standards. This area analyzes the results of the implementation of the projects in the other areas to incorporate the lessons learned and minimize risks in future projects.

The Finance Division is responsible for the administration and management of the investment portfolio, treasury, accounting, external audits, preparation of financial statements (NIF and USGAAP), as well as the application of internal controls and FMCN legal and fiscal compliance. Additionally, this area works with the Institutional Research and Development Area around the fourth external objective of the Strategic Plan, which is environmental responsibility, which seeks to promote voluntary compensation schemes in development projects by companies interested in complying with standards. international The Finance Area reports to the General Management and the Investment Committee. It has a team of 15 people.

FMCN has three manuals, which govern the institution (www.fmcn.org/es/nosotros/transparencia). The organizational manual is the one that describes the FMCN structure, including its governance, as well as the procedures for the management of its human resources, the guidelines about communication, the code of ethics and the internal policies that rule its work.

The second manual is the operations manual. It contains the procedures for the use of financial resources by FMCN and by its suppliers, consultants, and recipients of resources. These procedures comply with international standards for transparent management and accountability.

The third manual is focused on risk control. It presents the risks that every FMCN operation must consider, as well as policies and procedures to evaluate and address them.

Requirements

- Bachelor's and Master's degrees (or equivalent) in finance, administration, accounting, or the like.
- Minimum of five years of experience in an equivalent managerial position.
- Proficiency in oral and written English (equivalent to C1 or B2 level of Cambridge English Assessment)
- The headquarters are Mexico City-based.

Evaluation criteria

- Proven experience in obtaining results.
- Demonstrated problem solving ability.
- Demonstrated written and oral communicative skills.
- Level of organization.
- Leadership and personnel management.
- Demonstrated accountability.

Benefits

- Competitive salary.
- Benefits according to the Federal Labor Law. In case of disability, FMCN offers support that corresponds to the difference between the disability granted by the Mexican Social Security Institute and the monthly salary.
- Christmas bonus equivalent to 30 days.
- Holidays according to the following: the first and second years of work will accrue 15 days each, the third and fourth years will accrue 17 days, and from the fifth year on, they will accrue 20 vacation days.
- Savings fund according to the limits established in the Income Tax Law.
- Bonus for performance according to results.

- From the first year worked, the employee may request a personal loan without interest for one month's salary, to be discounted in the same fiscal year up to 24 fortnights.
- Private life and major medical expenses insurance. Major medical insurance covers the employee and his direct dependents (spouse and children up to the age of 25).
- Pension fund.

Necessary documentation and selection process

Any interested candidate must send Mireya Méndez (mireya.mendez@fmcn.org), no later than September 13th, 2021, the following documents:

1. Resumé in English.
2. Cover letter in English, of a maximum of three pages, describing why you are the ideal person to occupy the Chief Financial Officer position.
3. Contact details of three references.

FMCN will evaluate that the documentation is complete and that it has been delivered on time, based on the criteria described. You will identify the candidates who will proceed to the interview stage. During the second half of September, FMCN will notify the candidates that they will be interviewed.