



# Director of Finance

ARK is looking for a trustworthy and experienced **Director of Finance** or **CFO** (*on a part time or fractional basis*) who wants to deploy their time and expertise in creating a world without hunger, and a future where there is common prosperity and everyone wins.

## As ARK's Director of Finance, you will:

- Lead and Oversee the financial health, integrity and sustainability of the organization; and our compliance with tax and other relevant regulatory agencies
- Work directly with the CEO, manage 2 direct reports, and collaborate with 3 other directors (Program Execution, Champion Engagement, Talent Recruitment and Growth)
- Supervise accounting - track and account for every cash inflow and outflow
- Oversee/approve payroll currently executed by a 3rd party accounting firm
- Ensure ARK files required financial and legal statements and reporting with BIR, SEC - quarterly and annually; and properly withholds and pays taxes and required contributions directly to the government
- Ensure ARK has required and updated certifications with relevant agencies (eg. DSWD), banks, and as required by partners or the law.
- Help or co-create annual organizational budget with the CEO and relevant program and engagement directors
- Manage and perform financial analysis; ensure ARK is within budget; make necessary recommendations to ensure ARK is staying true to mission and our financial sustainability
- Manage our Treasury and corporate finance activities such as recommendation on cash management and investments
- Coordinate / collaborate with part time ARK US Finance Director / CFO on reporting and financial analysis for ARK's board and strategic partners
- On occasion, join the CEO on strategic meetings with partners and champions via calls or in the field

[www.arksolves.org](http://www.arksolves.org) | [fb.com](https://fb.com/arksolves)

*ARK ([ARKSolves.org](http://ARKSolves.org)) is a leader in food security and creating self-sustaining futures with farmers and fisherfolk communities in the Philippines. Having enabled 30,000 families to become food secure for life across 9 provinces in the Philippines with lasting impact in under 4 years, ARK is on the path to share its proven program, Feed Back, throughout the Philippines and other parts of the developing world.*

[/ARKSolves](https://www.instagram.com/ark.solves) | [instagram.com/ark.solves](https://www.instagram.com/ark.solves)



### You will thrive and enjoy this work if you:

- Are a mission-driven leader with strong finance chops and a heart for social impact
- Love balancing things out, getting highest utility of a peso and return on social investment, and enjoy being part of a loving, positive, makes it happen team
- Are comfortable in a fast-paced, entrepreneurial environment, and aren't afraid to build systems from scratch or overhaul what's not working
- Can navigate both high-level strategy and detailed spreadsheet work without breaking a sweat
- Are passionate about transparency, integrity, and making every peso work toward long-term impact
- Have 8 to 15+ years of experience in finance, accounting, or related roles, with at least several years in a leadership or supervisory position - nonprofit or NGO experience is a strong advantage
- Are comfortable working remotely with a global team and local communities, and can translate complex financial information in ways that make sense to both

### Why currently part time and fractional:

- The current work load is less than 10 hours / week
- ARK PH has less than 20 employees
- Account is simple and not complicated:
  - Inflows are grants and contributions from patterns and Champions in the Philippines (corporations, individuals) and ARK US.
  - Outflows are primarily:
    - *Talent: Salary, withholding tax, required benefits and reimbursement for wellness benefits.*
    - *Expenses associated with program execution and champion engagement (eg. Insider Trips, conferences)*
- Direct reports are eager to contribute, grow and take on more responsibilities once trained

### Growth Opportunities

- ARK is on a precursor path to create ventures with partner communities, and to share and commercialize the Feed Back playbook/play video
- Once these become full-fledged, the role will grow and can become full time.

[www.arksolves.org](http://www.arksolves.org) | [fb.com](https://fb.com)

ARK ([ARKSolves.org](http://ARKSolves.org)) is a leader in food security and creating self-sustaining futures with farmers and fisherfolk communities in the Philippines. Having enabled 30,000 families to become food secure for life across 9 provinces in the Philippines with lasting impact in under 4 years, ARK is on the path to share its proven program, Feed Back, throughout the Philippines and other parts of the developing world.

[/ARKSolves](https://www.instagram.com/ark.solves) | [instagram.com/ark.solves](https://www.instagram.com/ark.solves)



## Want in?

Email us at [join@arksolves.org](mailto:join@arksolves.org)

Subject: "I want to join the badass team"; we prioritize who emails first! Our candidacy process includes the opportunity to join ARK for a week or two, and see if it's a fit for you! Career-shifts are welcome!

---

## Tell us about yourself.

In your email please include your:

1. resume
2. letter – that sheds light on:
  - a. What aspect of ARK or the programs do you really like?
  - b. What of your talent and experience do you want to contribute?
  - c. What do you want to learn, gain or achieve in your tenure with us?
  - d. How will working with ARK bring you closer to your dream or help you in your next venture say in 2 years or 5 years time?
  - e. What failure in your personal or professional life that you experienced do you still think of until today? What lessons did you learn and how did you get up from your stumble?
  - f. What are 3 things that your friends love about you? What do they all wish you would grow into?
  - g. the blanks (please fill in):
    - i. My heart skips and sings when “\_\_\_\_\_”.
    - ii. When the going gets tough, I “\_\_\_\_\_”
    - iii. I need \_\_\_\_\_ first thing in the morning, no matter what.
  - h. Your earliest availability for an interview and a start date
3. Portfolio of work or narrative of the impact that you have made, cannot forget, and want to share

[www.arksolves.org](http://www.arksolves.org) | [fb.com](https://www.facebook.com/arksolves)

*ARK ([ARKSolves.org](http://ARKSolves.org)) is a leader in food security and creating self-sustaining futures with farmers and fisherfolk communities in the Philippines. Having enabled 30,000 families to become food secure for life across 9 provinces in the Philippines with lasting impact in under 4 years, ARK is on the path to share its proven program, Feed Back, throughout the Philippines and other parts of the developing world.*

[/ARKSolves](https://www.instagram.com/ark.solves) | [instagram.com/ark.solves](https://www.instagram.com/ark.solves)