



Independent Diplomat

a diplomatic service for those who need it most

Independent Diplomat Person Specification

Post: Chief Financial Officer

Date prepared: May 28, 2008

Prepared by: A. Whitney Ellsworth, Chairman and Treasurer

Qualifications

- Required: BA or equivalent; desirable: Accounting or related
- Required: fluent English; desirable: other major languages
- Required: right to live and work in USA
- Required: computer skills, mastery of all aspects of MS Office, especially Excel

Experience

- Required: prior job as Controller of an organization, or deputy CFO, or key financial management role or accounting degree. Proven banking and payroll skill set; hands-on use and experience with introductory-level business accounting systems. Familiarity with NGOs and not-for-profits.
- Desirable: accounting degree; knowledge of UK and/or continental European accounting practices; knowledge of employment law, human resources (hiring, tax and labor reporting, file maintenance), IT and information management; budget setting, reporting, and cost control management; planning and strategic thinking at an introductory level. Experience in fundraising and contacts.

Motivation

- Required: Strong interest in international affairs and commitment to ID's mission. Willingness to join ID for a 12-month probationary period, to be followed by an annual renewable employment agreement.

Values

- Required: Good fit with ID's values: bravery, openness, humanity, creativity, and independence.



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Competences

Required:

- Good written and oral communication skills; able to convey technical information to non-specialists
- Administrative skills; work with minimal support staff
- Low tolerance for errors
- Computerized accounting systems, bookkeeping literacy
- Analytical skills and strong financial background
- Works well in small organization; comfortable working with light direction
- Good political sense
- Adaptable to other systems than US