



Christel House International

Chief Financial Officer

WHO WE ARE

Christel House is a global education network that has served more than 25,000 students from under-resourced communities since its inception 27 years ago. Our mission is for students to achieve upward economic mobility, become good citizens, and identify and realize their goals, dreams, and human potential. We do this by providing a comprehensive support system consisting of high-quality education, nutrition, healthcare, and character building. With schools currently operating in five countries, and plans underway to expand our model to two new countries, we seek a Chief Financial Officer to support our mission of helping our students break the cycle of poverty.

WHAT WILL YOU DO

The Chief Financial Officer (CFO) serves as a strategic and operational leader responsible for safeguarding the financial health, integrity, and sustainability of Christel House International and its affiliated schools worldwide. The CFO ensures sound financial management, compliance with international accounting standards and tax regulations, and strong internal controls that reflect the organization's values of transparency and accountability. This role provides strategic financial insight to the CEO, Board of Directors, and global leadership teams, supporting informed decision-making that advances Christel House's mission to transform lives through education. The CFO also mentors and develops financial leaders across countries, promotes operational excellence, and fosters collaboration between finance, programs, and fundraising to ensure resources are effectively stewarded to achieve lasting impact.

KEY RESPONSIBILITIES

Leadership and Culture

- Foster a culture of integrity, accountability, and continuous improvement within the global finance function.
- Mentor and develop financial and operational leaders across countries, promoting shared learning and alignment with Christel House's mission and values.
- Model ethical leadership and collaboration, ensuring that financial stewardship reflects Christel House's commitment to transparency, inclusion, and excellence.

Finance, Accounting, Auditing, and Internal Controls

- Establish and oversee robust internal control systems that ensure compliance with GAAP, IFRS, and all applicable tax laws and regulations in each operating country.
- Conduct in-person audits on every country annually or biannually, ensuring timely follow-up and resolution of audit findings.(travel required).
- Lead and perform in-depth financial analysis annually to advise the development team on goals and revenue targets.
- Lead and perform in-depth financial analysis and modeling for 20-year projections related to new and existing schools.
- Ensure annual grant requests account for future exchange rate fluctuations and are sufficient to meet schools' budgetary needs.
- Be fully literate on the budgetary needs of the schools and contribute to the explanation of their annual and future expenditures and revenue through the development of grant tables and narratives.
- Consider the financial impact of policy measures and take the initiative to make decisions and find solutions as needed.
- Develop, implement, and continuously improve global accounting policies, procedures, and internal controls to strengthen financial accuracy, transparency, and accountability.



- Manage relationships with external auditors, financial institutions, and other key partners to ensure compliance, reliability, and trust across all entities.
- Assess and mitigate financial risks while identifying opportunities to enhance efficiency and sustainability across the worldwide organization.
- Oversee and support the implementation and optimization of financial systems and technology to enhance efficiencies, data integrity, accessibility, and informed decision-making.
- Ensure adherence to Christel House's global policies, operating requirements, and ethical standards.
- Oversee compliance with all U.S. and local tax regulations, filings, and statutory requirements.
- Review and advise on contracts and agreements to ensure appropriate financial protections for the organization.
- Collaborate with General Counsel on the agendas for the Risk Assessment meetings and develop solutions to identified financial risks.

Board Relations and Reporting

- Provide accurate and timely financial reporting to the Board of Directors and its committees, including regular updates on budget performance, forecasts, and financial risks and opportunities.
- Collaborate with the CEO and Board to develop financial strategies, policies, and reporting mechanisms aligned with Christel House's mission and long-term sustainability.
- Serve as a strategic advisor to the Board and its Finance and Audit Committees, contributing insights that inform key governance and strategic decisions.
- Represent Christel House International at Board meetings and external engagements, demonstrating fiscal stewardship, transparency, and alignment with organizational values.
- Prepare for and participate in countries' finance committee and board meetings as a CHI representative.

Strategic and Annual Business Planning

- Partner with the CEO and senior leadership team to design and execute the organization's strategic and annual financial plans.
- Collaborate with schools' CFOs to ensure alignment and excellence in budgeting, forecasting, financial reporting, and long-term planning processes.
- Develop and deliver timely, data-driven insights and analysis to guide decision-making by the CEO, Board, and leadership teams.
- Advise on the financial implications of contracts, partnerships, and new initiatives, ensuring prudent risk management and alignment with strategic goals.
- Support Fundraising, Programs, and Expansion teams by providing financial expertise, strategic modeling, and guidance to ensure sustainable growth and impact.
- Participate actively in leadership meetings, contributing to cross-functional planning, organizational learning, and strategic discussions.

QUALIFICATIONS

Education and Experience

- CPA and/or MBA required, with a bachelor's degree in accounting, finance, or a related field strongly preferred
- Minimum of ten years in progressively responsible senior leadership roles in accounting, finance, and operations.
- Demonstrated experience in international business and cross-border financial management.
- Not-for-profit accounting, tax compliance, and grant management experience required.
- Proven track record of presenting to and partnering with Boards of Directors and Finance/Audit Committees.
- Experience leading and developing high-performing, multicultural teams across multiple geographies.

Skills and Attributes

- High ethical standards and unwavering commitment to integrity and accountability.
- Exceptional analytical, strategic, and problem-solving skills, with the ability to translate data into actionable insights.
- Strong negotiation, influencing, and stakeholder management skills.
- Deep understanding of internal controls, risk management, and regulatory compliance.
- Advanced proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook) and familiarity with financial systems and ERP platforms.
- Strong cross-cultural communication and collaboration skills; commitment to working effectively with diverse communities and cultures.

PROFESSIONAL COMPETENCIES

1. Ethics and Integrity
2. Interpersonal Effectiveness and Teamwork
3. Communication Skills
4. Devotion and Commitment
5. Decision Making and Judgement
6. Planning and Organizing
7. Urgency and Quantity of Work Output
8. Innovation, Creativity and Problem Solving
9. Leadership
10. Work Product Excellence and Timelines

This position is based in the United States, preferably in Indianapolis, Indiana, and requires work hours aligned with EST zone.

Interested applicants should send their resume and cover letter by December 1, to Ana Paula Buzo at abuzo@christelhouse.org

Christel House is an equal-opportunity employer. It is important to us that all staff members have a workplace free of discrimination of all kinds and where everyone can bring their authentic selves to work. We do not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, veteran, or military status.

