

POSITION DESCRIPTION



POSITION TITLE	Director of Finance & Operations
STATUS	Full Time
LOCATION	BPAF Office – Nassau, The Bahamas
REPORTING LINE	Executive Director
DATE	June 2026

SUMMARY

The Bahamas Protected Areas Fund (BPAF) was established in 2014 by an Act of Parliament. The purpose of the Fund is to ensure sustainable financing into perpetuity for the management of protected areas in The Bahamas as defined under the Act. Such activities may also include scientific and policy research and education, to support climate resilience and biodiversity conservation.

Protected areas include those established by the Government of The Bahamas as well as areas established for various reasons inclusive of biodiversity conservation, the protection of carbon sinks, water resources, wetlands and blue holes, degraded or threatened ecosystems as well as those areas established to aid in climate change mitigation and adaptation under relevant multilateral environmental agreements or international conventions.

The Fund is currently working to implement and manage long-term funding to ensure effective management of these conserved areas. Our comprehensive financial base will rest upon a diverse stream of resources including long-term revenues from sustainable mechanisms, matching revenues from the Caribbean Biodiversity Fund, donations, grants and investment income from our endowment fund. It also includes funding from innovative funding mechanisms such as the Conservation Agreement signed in 2024 with The Government of The Bahamas and The Nature Conservancy under the Bahamas Debt Conversion Project for Marine Conservation. These revenues will be used to fund our Grants Program that will drive conservation impact on the ground across the Bahamas. Grants will be available to legally incorporated Protected Area Managers, other NGOs, and Government Agencies and Departments, whose projects align with the purpose of the Fund and our funding priorities.

BPAF's operations and financial management are based on best practices for conservation trust funds, as promoted by the Conservation Finance Alliance. These practices emphasize strong governance, transparency, and long-term financial sustainability. Accordingly, BPAF has an independent, multi-stakeholder board, a clear legal structure and robust fiduciary oversight to ensure credibility and accountability. BPAF prioritizes diversified and professionally managed investment portfolios to generate stable returns, while maintaining strict financial controls and oversight.

BPAF is seeking a Director of Finance & Operations (DFO) to ensure compliance with these best practices; to oversee BPAF's financial health, operational efficiency, and administrative systems. This strategic leadership position will ensure strong financial stewardship, donor compliance, and scalable systems to support organizational growth and program delivery.

ESSENTIAL FUNCTIONS

The DFO will report to the Executive Director and will lead the development and implementation of BPAF's financial and operational strategies. In addition, the DFO will:

- Provide strategic financial guidance to the Executive Director and Board of Directors. Oversee budgeting, forecasting and financial planning and will produce reports for management and the Board.
- Work closely with leadership to oversee cash flow management, liquidity planning and financial forecasting.
- Optimize resource allocation, manage expenditures and support program delivery.
- Develop financial models and scenario analyses to support strategic decision-making.
- Support the financial administration and monitoring of conservation finance initiatives, endowment-related financing mechanisms, sinking funds and donor-funded programs.
- Work with the Fund's investment managers and oversee all asset management responsibilities developing policies, procedures and manuals as required and directing investments in appropriate systems.
- Maintain integrity and accuracy of the financial system.

The DFO will contribute to organizational strategic planning and institutional growth initiatives. They will develop funding proposals for the Fund and monitor the projects to ensure that they meet all the of stated requirements in the grant or funding agreements.

They will also provide oversight for operations and administration including procurement, HR Systems and policies, and Board support and training.

**RESPONSIBILITIES
& SCOPE**

Generally, the Director of Finance and Operations will:

1. Develop and implement financial management and strategy.
2. In conjunction with the Executive Director, develop annual workplans.
3. Develop annual budgets and forecasts.
4. Prepare monthly financial reports for Management and the Board.
5. Prepare donor reports as required.
6. Manage all accounting operations including general ledger, accounts payable and receivable, payroll, reconciliations, financial reporting, and financial controls.
7. Manage grant and donor financial management including tracking restricted and unrestricted funds.
8. Maintain accounting systems consistent with International Financial Reporting Standards (IFRS), donor requirements, as applicable.
9. Monitor expenditure trends and budget variances across programs and operational units.
10. Support the Financial and Audit Committees of the Board preparing reports as required.
11. Support Board training and development.
12. Work closely with external and internal auditors, and coordinate responses to findings and implement recommendations.
13. Direct Operations and Administration working closely with the Operations and HR Manager to ensure that HR policies and practices are consistent and in compliance with local laws and practices.
14. Oversee tax, statutory, pension, insurance, and regulatory compliance obligations
15. Review and approve payroll and other monthly disbursements.
16. Oversee the development of the BPAF Compliance Checklist.
17. Ensure oversight of procurement, logistics and IT functions.
18. Oversee financial management and compliance for all grants, contracts, and donor-funded projects.
19. Ensure donor compliance with grant agreements, procurement requirements, reporting obligations, and financial regulations.
20. Support due diligence and financial capacity assessments of grantees and implementing partners.
21. Ensure training programs for Board, Staff and Grantees are developed and revamped as required.
22. Support the Grants Manager with budgets, financial tracking and reconciliation of accounts.
23. Oversee HR administration systems including recruitment support, onboarding, personnel policies, leave management, payroll coordination, and performance management processes.
24. Support organizational workforce planning and institutional capacity development.
25. Ensure operational systems effectively support BPAF's programs and strategic priorities.
26. Oversee procurement systems and ensure transparent, competitive, and compliant purchasing processes.

Specifically, the DOF will be responsible for:

- Maintaining internal controls and policies for the organization
 - Ensuring regulatory compliance
 - Support institutional fundraising and donor engagement processes by contributing financial and operational information.
 - Represent BPAF in meetings, workshops, and regional or international forums related to conservation finance and institutional management.
 - Ensuring strong anti-fraud, anti-corruption, and whistle blower protection systems.
 - Engaging professionally with the Fund's business partners including bankers, lawyers and investment managers
 - Ensuring business continuity systems, records management, and institutional security protocols are maintained.
 - Developing and modifying policies/procedures/systems in accordance with all relevant regulations and organizational needs and objectives
 - Evaluating the Fund's performance at pre-defined intervals.
 - Preparing and/or reviewing information and reports for internal and external stakeholders.
 - Overseeing HR policies ensuring compliance with Bahamian labour laws.
 - Supporting the development of compensation structures, organizational policies, and staff procedures.
 - Promote a professional, ethical, inclusive, and high-performing organizational culture.
 - Other pertinent responsibilities as may be assigned.
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**MINIMUM
QUALIFICATIONS**

- Master’s degree in Accounting, Finance or Business Administration preferred.
- Bachelor’s degree in Accounting or Finance required.
- 8-10 years’ experience; 3-5 years in senior leadership position.
- NGO and Fund Accounting experience preferred.
- A CPA/ACCA preferred.
- In-depth experience with QuickBooks Accounting essential
- Experience in working with stakeholders in public and private sector agencies, NGOs and Community Based Organizations (CBOs) in The Bahamas.
- Excellent communications skills.
- Must be able and willing to travel periodically.

**PREFERRED
KNOWLEDGE,
SKILLS &
EXPERIENCE**

- Leadership and team management
- Skills in proposal writing and project management.
- Relationship building skills to work closely with a variety of partners, i.e., media, donors, government officials, NGOs, community groups, scientific researchers, and educators.
- Proven ability to write professional reports, assessments, proposals, fact sheets, letters to government officials, and other professional level communications.
- Excellent English and communication skills via written, spoken and graphical means.
- Familiarity with methodologies and tools related to protected areas, natural resources management and sustainable finance.
- Strong analytical and financial skills
- Intermediate accounting skills, with the ability to support work-planning and annual budgeting.
- Good working experience with Microsoft Applications (Word, Excel, Power Point, Outlook)
- Knowledge of social and economic impacts and benefits of protected areas and effective community engagement in protected areas management.

**ORGANIZATIONAL
COMPETENCIES**

Accountability for Outcomes	Pushes for excellence. Establishes challenging goals for self to drive performance in support of the BPAF’s mission. Ensures that their standards are aligned with the BPAF’s mission/ values. Takes action to address performance problems in a timely and appropriate manner.
Collaboration & Teamwork	Shows a willingness to put the needs and goals of the organization before personal/local/needs. Works with others across institutional boundaries. Makes decisions, sets priorities, and allocates resources to help the organization as a whole achieve results.
Communications	Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.
Courage & Decisiveness	Makes decisions and stands by them. Makes timely decisions even under pressure and when lacking complete information. Has the courage to modify decisions and admit why and how they were wrong.
Flexibility & Innovation	Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the face of uncertainty.
Influences for Results	Achieves results by persuading, convincing, or influencing others. Adapts approach to the individual or group and knows how and when to use complex influence strategies. Uses success stories and passion for the mission to generate enthusiasm and support.
Open to Learning	Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.
Organizational Awareness	Relates to the big picture & contributes to the overall strategy of the BPAF.

This description is not designed to be a complete list of all duties and responsibilities required for this job.

Our Mission:

Ensuring a sustainable financial base for the effective management of the Bahamas National Protected Areas System and for conservation activities that protect the future and productivity of our national resources.