



Director of Operations

## Description

### About TMG Research gGmbH

TMG Research gGmbH, a Berlin-based think tank with a team in Nairobi, Kenya, and partner organisations across Benin, India, Kenya, Madagascar, Malawi, Niger, South Africa, and Uganda. TMG's mission is to drive innovative, sustainable transitions by working at the intersection of global policy and local social innovations. TMG employs a rights-based approach to responsible governance of natural resources, food system transformation, and climate crisis adaptation. They emphasise "science with society," where research is co-developed, conducted, and evaluated in collaboration with actors from science, politics, the private sector, and civil society.

As a fully project-funded organisation, TMG relies on an efficient and lean finance and administration team to support its research teams and partners in fulfilling this mission.

### About the Role

As a key member of the Senior Management Team, the Director of Operations will work closely with the Managing Director to oversee project controlling, bookkeeping, human resources, and general administrative processes. In this role, you will collaborate with Programme Directors to guide the organisation's strategy and ensure that administrative functions effectively support both current and future projects. You will also ensure alignment between administrative operations and the needs of programmes, researchers, funders, and regulators.

The ideal candidate will have strong knowledge of German and European regulations for non-profits, particularly regarding non-profit limited liability companies (gGmbH), and experience managing public funds. Additionally, you should have international experience and a deep understanding of working with diverse teams and international partnerships, including the challenges and opportunities these collaborations can present.

## Duties and Responsibilities

### Financial controlling

- Overarching financial oversight of the organisation.
  - Providing summary reports of the organisation's expenditures and income (current and forecast) and personnel planning to the Managing Director.
- Overseeing project budgets and partnership contracts.
  - Reviewing and approving grant agreements and service contracts to be entered into by the organisation
  - Managing and guiding their diligent Project Officers, ensuring processes are understood and adhered to.
  - Signing off on proposals, formal documents, contracts and reports to funders.
  - Supervising TMG audits.
  - Providing guidance and support to partner organisations on funder regulations and reporting.
- Finance and accounting processes
  - Support the tax advisor in the preparation of TMG's annual accounts
  - Working with the tax advisor and supporting their in-house bookkeeping to ensure there is full oversight of TMG's formal finances.
  - Oversee that the deadlines for completion of Annual Accounts and tax declarations are adhered to.
  - Oversight of bookkeeping preparation with external tax advisor and internal bookkeeping staff.
- Contracting of external consultants and all procurement processes
  - Ensuring research teams understand the internal processes, such as the legal and funder regulations.
  - Guiding formalities relating to contracting and management of consultancies.
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#### Fundraising and project development

- Develop internal and external proposal budgets.
- Providing financial and administrative documents to complete submission processes.
- Use of various online funder platforms and templates for budget submissions.

#### Human Resources

- HR processes
  - Working with the HR Manager to ensure all necessary HR processes are in place and that clear information is provided to all employees.
  - Reviewing and signing off on any new processes needed.
- Employment contracts and HR-related documents
  - Reviewing documents prepared by the HR Manager, ensuring the details and formalities are in line with offers and relevant German employment regulations (particularly TVÖD)
- Personnel planning and payroll preparation
  - Updating and improving personnel planning tools and signing off on payroll prepared by the HR manager.
- Advising senior management on legal issues relating to employment law and HR matters.
- Management of the administration team (finance, accounting, HR, and office management): Develop HR, finance, and administration guidelines and policies according to legal requirements.

#### Other tasks

- Develop internal tools for project administration, bookkeeping and human resources management.
- Stay abreast of changes in legal and financial regulations and ensure that processes and systems are updated and aligned with formal requirements.
- Participate in the development and implementation of the organisation's evolving strategy.

#### Skills and Experience

- Master's degree (or equivalent) in finance, accounting, economics, business management or a related field.
- Relevant professional experience (expected minimum of approx. 5 years) in finance management and structural development of administrative processes in a non-profit organisation.
- Prior experience with regulations of funders, in particular, German ministries, European development agencies, and German and international foundations (e.g., knowledge of AN Best-P, German Federal Travel Expense Act)
- In-depth knowledge of German procurement law, data protection law (GDPR/DSGVO) and German tax law concerning non-profit organisations.
- Knowledge of employment law, federal agreement of the public service (TVöD Bund), social security law, and human resources management.
- Experience in the use of bookkeeping software, in particular, DATEV. Previous experience with HR management tools e.g. HRWorks a plus
- Excellent oral and written communication skills in English and German (at least C1 level in both)
- Enthusiasm, flexibility, high level of independence and initiative.
- Assertiveness and diplomacy in an international and diverse working environment.

#### Meta Fields