



POSITION LEVEL
GRS 8



LOCATION
LAGUNA, PHILIPPINES



DEADLINE
APRIL 26, 2026

CHIEF FINANCIAL AND ADMINISTRATIVE OFFICER (CFAO)

APRIL 2026



CONTENTS

3 About IRRI

4 The Position

5 Specific Duties

12 Required Qualifications

14 Remuneration

15 Appendix

16 Application Process



About IRRI

The International Rice Research Institute (IRRI) is the world's premier research organization dedicated to reducing poverty and hunger through rice science. Its 10-year vision is to transform global rice-based agri-food systems through research innovations, market-driven solutions, and strategic partnerships. IRRI aims to use its expertise to improve nutrition, promote sustainable production, and enhance farmers' livelihoods without compromising the environment. Research for development at IRRI is rooted in collaboration. The institute forms alliances with advanced research institutions, works with governments and national agricultural research and extension systems, and partners with the development sector while facilitating innovative delivery channels through the private sector. IRRI's work is supported by a diverse network of investors aligned with its shared goals..

For more information, visit www.irri.org

The Position

To strategically lead and optimize IRRI's corporate services, ensuring cost-effective, risk-compliant, and operationally efficient delivery. As a key member of the IRRI Management Team, the CFAO will drive organizational excellence by fostering a culture of continuous improvement, strategic alignment, and proactive service delivery across all corporate functions. This role will ensure seamless integration of services, enhance stakeholder trust, and contribute directly to IRRI's mission by effectively managing Finance, Risk & Legal, Operations, Health, Safety, Security, and Environment (HSSE), and Information and Knowledge Services (IKS).

A key aspect of this role involves collaborating with the CGIAR Tripartite, including adopting processes and protocols while maintaining strategic coordination with the Tripartite Director. Further definition of this relationship will be determined by the Director General.

The CFAO will play a pivotal role in shaping IRRI's future, ensuring the achievement of its ambitious goals, and maximizing its impact on global food security and poverty reduction.

This position will be based at IRRI Headquarters in Los Baños, Laguna, Philippines.



Key Responsibilities

Strategic Planning, Operations & Execution:

- Lead and oversee complex, cross-functional initiatives that advance IRRI's strategy, strengthen organizational performance and support impact on global food systems and poverty reduction aligned.
- Optimize operating models, workflows and resource allocation to ensure efficient, integrated delivery of research and corporate services.
- Drive the development and implementation of policies, protocols, and systems that enhance operational efficiency, accountability and consistency across organization.
- Establish and monitor key performance metrics and governance mechanisms to track strategic execution and delivery outcomes.

Corporate Governance and Financial Stewardship:

- Provide strategic financial leadership, including long-term financial plans, advising senior management and the Board of Trustees and strengthening organizational risk management and mitigation measures.
- Lead the modernization and realignment of the finance function to enhance transparency, financial discipline, compliance with global standards, and integration with IRRI's strategic objectives.

Key Responsibilities

Corporate Governance and Financial Stewardship:

- Provide strategic financial leadership, including long-term financial plans, advising senior management and the Board of Trustees and strengthening organizational risk management and mitigation measures.
- Lead the modernization and realignment of the finance function to enhance transparency, financial discipline, compliance with global standards, and integration with IRRI's strategic objectives.
- Oversee finance, legal, audit, and compliance functions, ensuring alignment with donor requirements, regulatory obligations and IRRI's internal governance policies.
- Direct ownership of ERP transformation roadmap execution, including Phase 0 foundation work (cost allocation documentation, master data cleanup, process documentation) and full implementation through go-live
- Ensure robust cost allocation, full-cost recovery, and compliance with donor and audit requirements, including personal accountability for meeting cost allocation standards.
- Development and implementation of key financial policies and systems, including capital structure, investment policies, working capital, and financing cost policies, write-off policies, and automated cost allocation processes to enable real-time project costing visibility.



Key Responsibilities

Infrastructure, Technology, and Risk Management:

- Provide strategic oversight of Information and Knowledge Services (IKS), enterprise systems and digital infrastructure to effectively support IRRI's operations and research agenda.
- Lead the selection and technical evaluation, implementation, and governance of ERP platform (Unit4 vs alternatives) including conducting comprehensive cost-benefit analysis, contract negotiations, and delivery through to go-live.
- Establish and enforce robust data, systems, and master data governance across finance, projects, vendors and organizational structure to ensure integrity, compliance and decision-ready information.
- Establishment of financial master data governance across employees, vendors, chart of accounts, projects, and organizational dimensions
- Oversee enterprise risk management frameworks and internal controls, ensuring institutional compliance with global standards, including the UN Global Compact.
- Direct facilities, logistics, procurement, field services and HSSE to ensure safe, reliable, efficient and compliant infrastructure and operational support across HQ and field locations.

Key Responsibilities

Leadership and Organizational Culture:

- Develop and update corporate service policies to reflect best practices and evolving organizational needs.
- Foster a culture of innovation, accountability and operational agility across corporate functions by leading change initiatives
- Support leadership development, team growth, and institutional well-being.





Qualifications

- **Mandatory:** Active CPA, CA, CMA, ACCA, or equivalent professional accounting certification
- Deep technical expertise in IFRS and US GAAP with proven ability to apply both frameworks in complex international environments
- Expert-level knowledge of cost accounting compliance and donor cost allocation requirements
- Advanced understanding of management accounting, cost allocation methodologies, and full cost recovery in grant-funded research environments
- Prior CFO or senior finance leadership experience in similar grant-funded research institutions operating across multiple countries
- **Preferred:** Experience with financial turnarounds where overhead cost structures were restructured to achieve sustainability
- **Preferred:** Track record in managing relationships with audit firms and resolving any deficiencies.
- **Preferred:** Demonstrated expertise with the COSO framework (Committee of Sponsoring Organizations), for internal control and enterprise risk management implementation
- Professional qualifications in Law, Internal Audit, or Logistics are highly desirable.

Experience

- Minimum of 15 years of progressive leadership experience in managing corporate service functions, preferably within an international organization.
- Demonstrated success in strategic leadership, financial stewardship, and organizational change.
- Experience managing operational teams in multicultural, multi-location environments.
- Experience working in developing and emerging economies.
- Proven track record leading successful ERP implementations (18+ months full-cycle projects), including vendor selection, requirements definition, data migration, and go-live execution in organizations with \$50M+ budgets
- Demonstrated experience conducting financial turnarounds in grant-funded or international nonprofit organizations, specifically addressing overhead cost structures.
- Direct experience managing finance teams through systems transformations from manual processes to automated cost allocation, with measurable improvements in audit compliance
- Experience implementing financial policy frameworks in complex multi-country operations, including the proposal financial standards



Experience

- Hands-on experience with cost allocation in research environments, beyond service delivery organizations.
- Experience designing and implementing enterprise risk management frameworks in complex international organizations, including risk assessment methodologies, risk appetite statements, and Board-level risk reporting
- Proven experience overseeing IT/Information Systems functions, including technology strategy, cybersecurity, and digital infrastructure oversight
- Direct experience overseeing facilities management and capital projects in multilocation international environments, including headquarters and field station operations
- Track record managing procurement and supply chain functions with demonstrable improvements in vendor management, contract negotiation, strategic sourcing, and procurement compliance
- Experience leading integrated corporate services portfolios (Finance, IT, Facilities, Procurement, Legal, Risk) with proven ability to drive cross-functional efficiencies and shared service models.

Key Competencies

- **Strategic Leadership.**

- **Building Relationships & Partnerships:** Establishes strong partnerships and fosters collaboration among diverse stakeholders.
- **Navigating & Driving Change:** Leads with focus and optimism through change and disruption, promoting innovation and continuous improvement.
- **Vision & Strategic Thinking:** Shapes and guides the organization's strategic direction, considering global trends and the bigger picture.

- **Team Dynamics**

- **Emotional Intelligence:** Leads with empathy and self-awareness, fostering positive relationships and a healthy organizational culture.
- **Empowering and Coaching:** Promotes inclusivity, delegates effectively, and drives employee engagement and performance.
- **Wellbeing & Care:** Creates a supportive environment that prioritizes physical and psychological well-being.

- **Technical & Functional Expertise**

- **Financial Systems & ERP Technology:** Deep understanding of modern ERP functionality (GL, AP, AR, FA, cost allocation engines, project accounting modules); ability to translate business requirements into technical specifications

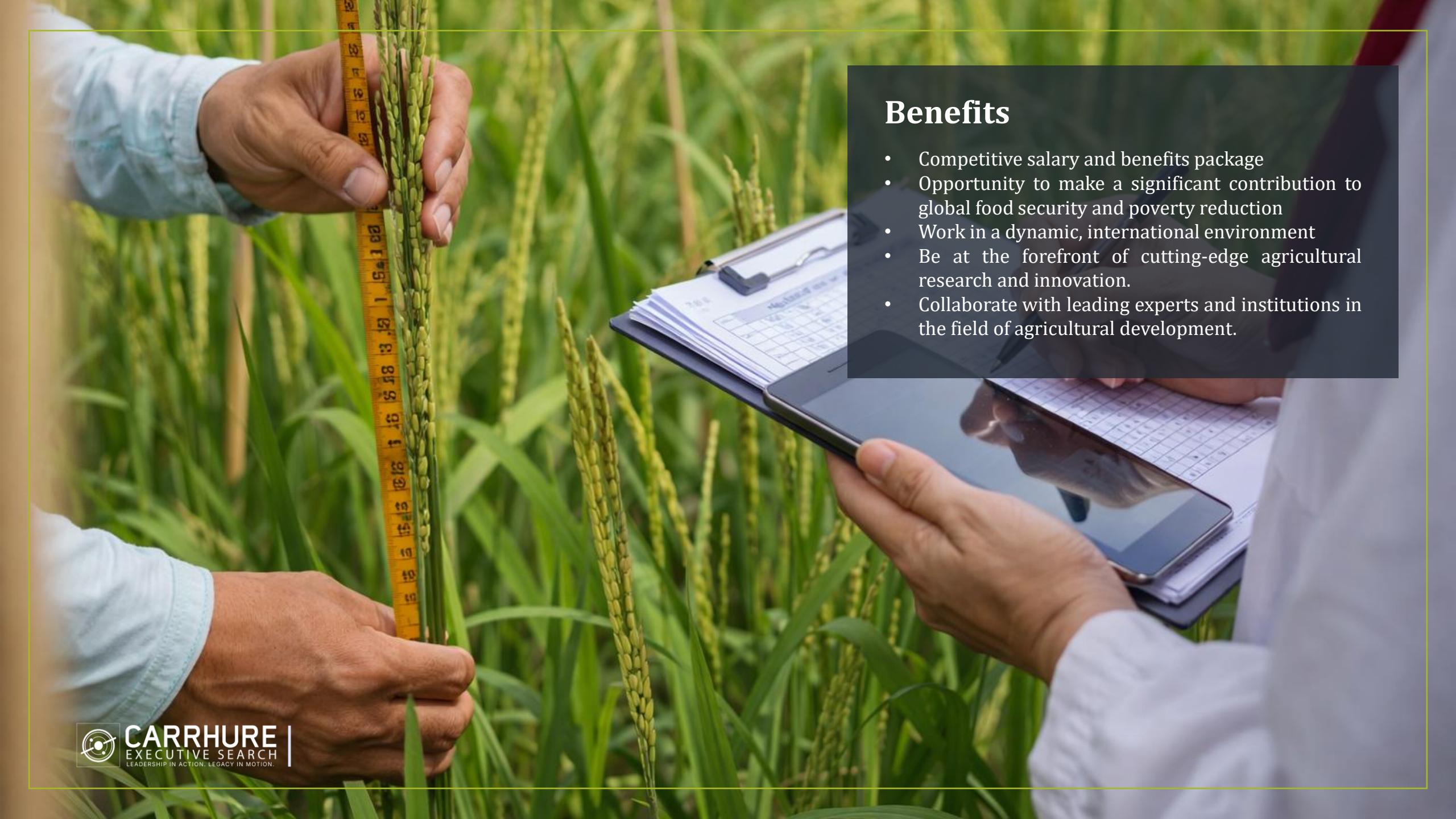




Key Competencies

- **Technical & Functional Expertise**

- **Accounting Standards & Compliance:** Expert knowledge of IFRS, US GAAP, cost accounting standards, and nonprofit financial reporting frameworks; ability to interpret complex accounting guidance and implement solutions
- **Grant Financial Management:** Expertise in pre-award budgeting, cost allocation, indirect cost rate development, closeout procedures, and donor financial reporting across bilateral, multilateral, and foundation funding
- **Financial Analysis & Modeling:** Advanced skills in financial modeling, scenario analysis, variance analysis, and evidence-based decision support for leadership
- **Change Management in Finance Transformations:** Proven ability to lead finance teams through significant technical change, including hands-on mentoring of staff lacking deep technical accounting knowledge



Benefits

- Competitive salary and benefits package
- Opportunity to make a significant contribution to global food security and poverty reduction
- Work in a dynamic, international environment
- Be at the forefront of cutting-edge agricultural research and innovation.
- Collaborate with leading experts and institutions in the field of agricultural development.

Appendix

- [Leadership Team](#)
- [IRRI 2025–2030 Strategy](#)
- [IRRI Audited Financial Statement 2024](#)
- [IRRI Annual Report 2024](#)



Application Process

IRRI is an equal-opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity. Women are encouraged to apply.

Applications must include covering letter which should address how the candidate's background/experience relates to the specific duties of the position applied for; a curriculum vitae, names, and addresses of three professional referees (which must include either the Head of the applicant's current or previous organization or applicant's direct Supervisor/Superior at his/her present or former place of work). The application should be addressed to Ms. Auree de Carbon by email at:

adecarbon@carrhure.com no later than **April 26, 2026** at **18:00 CET**. Please indicate in the 'Subject' of the email the title 'Application for the post of **Chief Financial and Administrative Officer (CFAO)**'.

Only qualified applicants with relevant skills and experience will be contacted.