

# RECS Secretariat

## *Job Description*



JOB TITLE: Operations Manager

### *The Foundation:*

RECS is committed to reducing the impacts of climate change by cutting greenhouse gas emissions as quickly and deeply as possible. For RECS, this means accelerating the transition away from polluting fossil fuels and towards clean renewable energy. With our members, RECS fosters this transition by supporting consumer demand for renewable energy. This demand provides the market signals and revenues which developers need to invest in more renewable energy.

RECS is a non-profit industry association representing the users of Energy Attribute Certificates (EACs). These are the certificates that underpin renewable energy markets. The organisations RECS represents make up one of the largest global networks of renewable energy buyers and sellers. RECS works with this membership to support the development of both existing and new EAC markets around the world, creating efficient, effective, and reliable renewable energy markets. We engage with a wide range of stakeholders, including governments, market participants and consumers, and provide the knowledge and information they need to boost consumer demand for renewable energy. Each year, RECS organises and hosts the REC Market Meeting.

### *Job summary*

The RECS Operations Manager supports the Foundation by overseeing the day-to-day operational requirements of a remote team and managing key aspects of its work, which is primarily located in Belgium and the Netherlands. This will include legal and financial reporting obligations, HR and payroll management for direct employees in Belgium and the Netherlands, and management of contracts with external service providers. The work of the Operations Manager is overseen by the Foundation's Secretary-General.

RECS considers that this is a part-time position. The post could be performed by an employee, or an external service provider.

### *Key responsibilities*

The RECS Operations Manager is responsible for:

- HR & Payroll Management:
  - Liaising with a Social Secretariat in Belgium and oversee payroll for employees and payments to service providers.
  - Overseeing recruitment processes, on- and offboarding, and employee record management, including ensuring that all HR systems and payroll documentation is accurate, timely, and stored securely.
  - Keeping up-to-date with changes in HR and employment regulations and ensure work place regulations & culture of the organisation.
- Managing the Foundation's legal obligations and risks, including:
  - Ensuring compliance with local laws, tax regulations and industrial standards.

- Ensuring the correctness of reporting to Dutch tax authorities with support from the RECS Bookkeeper and external financial advisory service provider.
- Ensuring the correctness RECS' Dutch chamber of commerce registrations and related UBO requirements.
- Office Administration:
  - Supporting day-to-day office operations, including a smooth workflow and effective communication across the team.
  - Overseeing the foundation's IT infrastructure, including databases, CRM systems, and communication tools.
  - Maintaining digital filing systems and ensure documents are organized and accessible.
- Managing the Foundation's financial resources:
  - Managing the foundation's budget and reporting on the financial status to stakeholders
  - Overseeing access to and management of the Foundation's bank accounts
  - Overseeing financial bookkeeping on a monthly basis

### Skills, competences, and qualifications required

The RECS Operations Manager must demonstrate the following skills, competencies, and qualifications:

- A proven record of successfully delivering operations management tasks.
- Knowledge of HR practices, payroll systems, and labor laws in Belgium and the Netherlands.
- Knowledge of accounting and financial principles.
- A higher-level (e.g. Master's) degree or comparable professional experience.
- The ability to work independently and cooperatively, while also participating in and supporting an effective team.
- A pro-active, hands-on mentality to work, including through a flexible and problem-solving approach and a willingness to learn.
- Proven ability to effectively use Office 365 software.
- Good written and verbal communication skills in English, knowledge of other languages is a plus, especially Dutch and/or French.

### Compensation and benefits

The post holder will be compensated for their time and expertise with a competitive salary and benefits package for their location, expertise, and experience. This post could be held by a salaried employee or an independent service provider.

### Further information

RECS is an equal opportunities workplace and actively seeks to maintain a diverse secretariate that is inclusive of all people with different backgrounds, characteristics, and lived experiences. RECS firmly believes that by living up to the principles of diversity, equality, and inclusivity the Foundation will be more successful in the pursuit of its objectives.

The location from which this post can be performed can be negotiated between the management and staff.