



CONGRÉGATION BOUDDHIQUE ZEN VILLAGE DES PRUNIERIS

13 LIEU DIT MARTINEAU, 33580 DIEULIVOL, FRANCE
ASSOCIATION DÉCLARÉE - SIREN No. 753112333

Financial and Administrative Director

- **Organization:** Plum Village Zen Buddhist Congregation (Congrégation Bouddhique Zen, Village des Pruniers)
- **Location:** Plum Village, South-West France
- **Contract:** Full-time, Permanent (CDI)
- **Remuneration:** Based on experience and qualifications
- **Application Deadline:** March 10, 2026 (with a rolling review of applications)

Job Summary

Plum Village is seeking an experienced **Financial and Administrative Director** to build and strengthen the financial and administrative systems of the monastic community and its related organizations in France. This is a senior management position combining technical excellence and leadership in systems building, serving a Buddhist community dedicated to mindfulness, compassion, and understanding. The role requires solid expertise in French finance, accounting, and regulations, as well as the specific rules governing associations (1901/1905). The candidate must have the ability to design efficient processes and work collaboratively in a value-guided monastic environment.

About Plum Village

The Plum Village Zen Buddhist Congregation is the monastic organization founded by Zen Master Thich Nhat Hanh. Located in south-west France, Plum Village is an international center for mindfulness practice, welcoming 70,000 visitor-days each year for retreats and mindfulness days. It is a diverse and multicultural community, with residents and leadership primarily from Vietnam, Northern Europe, North America, and France.

The Congregation also coordinates several interconnected legal entities, including an S.A.S. which operates retreats, a bookshop with large online sales, a 1905 "Église" nonprofit association, and a new 1901 nonprofit association for environmental and social projects. In addition, the Congregation regularly manages fundraising campaigns for multimillion-euro infrastructure investments. The financial flows, legal obligations, and reporting requirements within this ecosystem are significant and complex.

A time of transition and renewal

Plum Village has recently undergone a significant transition in its organisational and financial structure. While foundational financial systems are in place, we are now building upon these to create a more robust, integrated framework appropriate to our evolving needs. We are seeking a Finance Director who is energised by the opportunity to shape and strengthen financial systems, develop clear processes, and build capacity across the team during this exciting period of transformation.

The Finance Director will design, implement and refine financial systems with professionalism, integrity, transparency and care, in harmony with the values and life of a Buddhist monastery.



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Key Objectives

- **Systems and Controls:** Build and strengthen financial systems, internal controls, and administrative structures across all entities to ensure compliance and transparency.
- **Strategic Planning:** Support the long-term viability of the community through prudent budget and resource management.
- **Capital Fund Management:** Manage the investment of funds for major construction projects.
- **Reporting and Clarity:** Translate complex financial data for a non-specialist audience to enable informed decision-making.

Main Responsibilities

1. **Development of Administrative and Financial Systems:** Develop and refine processes adapted to the scale of the Congregation and its related structures; establish clear internal controls (approvals, cash management, inter-entity transfers); and ensure reliable systems for documentation and archiving.
2. **Financial Strategy and Management:** Elaborate and maintain multi-year financial plans and budgets for all entities; optimize international donation flows and manage foreign exchange issues, particularly with the Thich Nhat Hanh Foundation (USA); and advise monastic leadership on risks and opportunities regarding HR, investments, and infrastructure.
3. **Compliance, Legal, and Taxation:** Ensure compliance with French law (1901/1905 associations, SAS) and tax obligations; manage accounting for construction leases and tax-deductible donations; and work with external accountants (Forvis Mazars), auditors (Grant Thornton), and the community's lawyers.
4. **Leadership, Governance, and Collaboration:** Report directly to the Monastic Board of Directors; work under the direct supervision of two Board members; recruit and train part-time technical accountants within 6-12 months; and support 6 monastic treasurers via functional reporting lines.

Skills and Qualifications Required

Qualifications and Experience:

- Higher degree in finance, accounting, or management.
- 5 to 10 years of experience as a CFO, Finance Director or Finance Manager, with at least 3 years in management, preferably within a large association or congregation.
- Mastery of association law (1901 and 1905) and SAS commercial law/accounting.
- Proven experience in creating or strengthening financial systems during transition periods.
- Fluency in French and an excellent working knowledge of English.

Personal Qualities:

- Rigor, integrity, and high adaptability.
- Enthusiasm for an operational role in a contemplative (rather than corporate) setting.
- Patience, diplomacy, and ease in a multicultural environment.



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How to Apply

- **On-site presence:** Minimum 3 days per week (residence within 30 minutes of the site preferred).
- **Right to work in France:** Required
- **Send your application to:** [hiring@plumvillage.org](mailto: hiring@plumvillage.org) by March 10th, 2026. Applications will be reviewed on a rolling basis before the deadline.
- **Please include in your application:** your CV and a motivation letter (in French or English) explaining your relevant experience and why you feel drawn to this role. If you are shortlisted, you will receive additional information in advance of an interview.
- You are welcome to include a short description of any connection you may have to mindfulness practice or spiritual communities, though this is not required.