

STUDENT
ENERGY

DIRECTOR OF FINANCE

POSITION DESCRIPTION

Student Energy is looking for an experienced and forward-looking **Director of Finance** to join our team. This position will oversee Student Energy's financial strategy, management, and reporting, and ensure compliance under our Canadian registered charity status.

Student Energy is a global charity building the next generation of energy leaders. We are a hard-working, fast paced team devoted to youth empowerment in the world of energy. Check out our [theory of change](#) to see what we do and why.

Student Energy is in an exciting period of growth. With an increasing number of partners, programs, and more organizational complexity, we are looking to expand our financial capacity and internal management systems to meet the moment. This position will play a crucial role in building upon our foundations, taking us to the next level of oversight, transparency, and accountability required to fulfill our bold future plans.

TASKS AND RESPONSIBILITIES

Reporting to the Executive Director of designate, the Director will work with Student Energy in the following ways:

- Prepare monthly and annual financial reporting
- Oversee the budgeting process, financial forecasting, and cash flows for existing programs, proposed programs, grants, and administration
- Review and oversee all contractual obligations, including partnership agreements, employment contracts, and contractor relationships
- Manage all partner funding requirements and complete financial reporting for all agreements and grants (including to domestic and international governments, private sector, and other bodies)
- Maintain accurate financial records using QuickBooks,
- Prepare and provide real-time financial data for internal decision-making and planning
- Review and develop financial and risk management policies and processes
- Act as staff liaison to the Finance Committee and report to Board of Directors on financial matters
- Manage payroll, including CRA remittances and maintaining accurate HR documentation
- Ensure compliance with all relevant federal and provincial legislation, and under our registered Canadian charitable status
- Oversee and coordinate our annual voluntary audit, and implement recommendations of auditor
- Prepare and file the Canadian T3010 Registered Charity Return on behalf of the organization
- Identify and manage organization and legal risks, as well as insurance requirements
- Manage financial support staff, as needed
- Support our partnership team in the development of accurate proposal budgets, and provide resources, tools, and training as needed

- Where possible, support our youth network through financial coaching and resource development
- Support or lead other internal priorities as needed, such as Student Energy's tech strategy, asset management, and data security

POSITION REQUIREMENTS

1. Required Qualifications

- Chartered Professional Accountant (CPA) designation with accounting experience
- Experience in reporting using the Accounting Standards for Not-For-Profit Organizations (ASNPO)
- Knowledgeable in financial controls best-practices, in Canada and globally
- Familiarity with financial audits (Canada)
- Familiarity with financial processes within charities, including specific knowledge around financial management, budget cycles, reporting, and compliance (Canada)
- Experience in budget development, budget management, and forecasting
- Experience in bookkeeping, including managing accounts payable and receivable, expense tracking, and payroll management
- Demonstrated ability to prepare detailed financial statements and reports
- Expertise using QuickBooks for bookkeeping and accounting
- Expertise with Excel
- Deep analytical skills with a knack for seeing patterns in data or problems before they arise
- Detail-oriented and highly organized, with an eye to process
- Self-motivated and driven to produce quality results and act with integrity
- An understanding and commitment to Student Energy values, including climate and energy justice, youth empowerment, global intergenerational equity, and systems change.

2. Assets (not required)

- Experience in training, coaching and/or education for youth.
- Experience using customer relationship management (CRM) tools
- Possesses knowledge, skills, or experience unique within the Student Energy team that add value to our work.
- Experience participating in a Student Energy event or prior engagement with the organization
- Experience working with teams or partners remotely.
- Ability to communicate in multiple languages, as Student Energy works globally in 100+ countries.

COMPENSATION AND TERM

The annual salary range for the position is \$65,000 – 70,000 CAD, commensurate on experience and skills. This is a full-time position working 40 hours per week for a period of one year beginning in June 2021. If the candidate is successful, the intent is to continue in a full-time permanent position starting from June 2022.

The successful candidate will have access to our extended benefits program and a modified work week.

LOCATION

Student Energy's leadership team is based in Vancouver and Toronto, but this position will be a remote position in accordance with public health guidelines related to COVID-19. After this period, you may choose to work from Student Energy's office in Vancouver or continue to work remotely.

APPLY

Please apply by 11:59pm PDT on **May 19, 2021** [using this form](#).