

## DIRECTOR OF FINANCE

### THE ORGANIZATION

**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. We develop innovative programs and meaningful international partnerships to serve our community of 50,000 young energy changemakers from over 120 countries. Explore Student Energy's [current work](#) and [Theory of Change](#) to see what we do and why.

Student Energy is in an exciting period of growth in Canada and internationally. With an increasing number of partners, programs, and organizational systems, we need to expand our financial capacity and internal management systems to meet opportunities to scale our impact and grow in a well-managed and sustainable way. 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 ambitious phase of growth.

### POSITION DESCRIPTION

Student Energy is recruiting a fixed term, full-time (up to 40-hours per week) **Director of Finance** to oversee Student Energy's financial management and report to the Senior Director of Impact and Operations. This is primarily a Financial Planning & Analysis (FP&A) role, requiring an individual who can oversee and deliver on the planning, forecasting, budgeting, and analytical activities essential to the organization's financial health. Working with the Senior Director of Impact and Operations, Student Energy's Director of Finance will be responsible for the functionality of accounting, revenue and cash flow management, governance, risk, and compliance (GRC), and due diligence of Student Energy's requirements as a registered Canadian charity and non-profit organization.

The Director of Finance enables the vision and mission of Student Energy by responsibly stewarding resources and ensuring that the organization's financial operations are well-run, high performing, agile, and focused on delivering excellent results. The successful candidate will work together with the Senior Director of Impact and Operations to advance the strategic priorities of the organization through the delivery of effective and efficient financial operations. The Director will continuously seek opportunities to create operational process improvements and efficiencies while working collectively with the Senior Director of Impact and Operations and the rest of the Finance team to continue to evolve the Finance function to be responsive to the team's needs.

### PRIMARY RESPONSIBILITIES

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- Manage the Student Energy finance team, which currently consists of two direct reports
- Prepare monthly and annual financial reporting and oversee bookkeeping contractors to ensure the process is completed on time each month.
- Analyze financial information and summarize Student Energy's financial status for regular budget meetings and meetings with the Board Finance Committee.
- Oversee the budgets and cash flows for existing programs, proposed programs, grants, and administration.
- Complete all financial reporting for funder reports under the direction of the Director of Impact and Operations.
- Maintain accurate financial records using QuickBooks and provide real-time financial data for internal decision-making and planning. Proactively identify errors and suggest ways to improve efficiency and spending.
- Manage payroll, including CRA remittances.
- Provide advice to the Executive Director and Director of Impact and Operations on all relevant federal and provincial legislation, and under our registered Canadian charitable status as it pertains to financial management and contracts the organization enters into.
- Oversee and coordinate our annual voluntary audit and implement recommendations of the independent auditor.
- Prepare and file the Canadian T3010 Registered Charity Return on behalf of the organization, as required.
- Review and develop financial policies and processes, as required.
- Support or lead other internal priorities as requested by the Director of Impact and Operations.

## MINIMUM QUALIFICATIONS

- Chartered Professional Accountant (CPA) designation.
- Minimum five years of accounting and FP&A experience.
- Background in operational accounting and/or management accounting, with a thorough knowledge of accounting principles to analyze financial reports and forecasts.
- Knowledgeable of best practice financial controls, in Canada and globally.
- Familiarity with financial audits (Canada)
- Experienced in budget development, budget management, and forecasting.
- Experienced 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
- Excellent analytical skills with a knack for seeing patterns in data and anticipating challenges before they arise.
- Detail-oriented and highly organized, with an eye for process efficiencies
- Self-motivated and driven to produce quality results and act with integrity.
- Solutions-oriented and willing to be collaborative and agile to support Student Energy's mission and vision.

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- A commitment to Student Energy values, including climate action and the energy transition, youth empowerment, global intergenerational equity, and systems change.

## PREFERRED QUALIFICATIONS

- Experienced in reporting using the Accounting Standards for Not-For-Profit Organizations (ASNPO)
- Familiarity with charities, including specific knowledge around financial management, budget cycles, reporting, and compliance.
- Experience supporting the systems functions of organizations experiencing transformational growth.
- Experience working with teams or partners remotely.
- Possesses knowledge, skills, or experience unique within the Student Energy team that add value to our work.

*Note, if you do not feel that you qualify, but are interested in the position and are willing to learn please apply. We are interested in a diverse team and are willing to train the right person.*

## BENEFITS

Student Energy provides extensive support and flexibility to ensure your wellbeing at the organization. We offer a comprehensive benefits package and generous vacation benefits.

Student Energy provides numerous learning and development opportunities and works with you to establish a professional development plan that includes skills applied to your role at and beyond Student Energy. Student Energy has a high success rate of employees going on to work in leadership roles with international organizations, NGOs, the United Nations, the public sector, and private sector.

As an employee at Student Energy, you will be provided with a professional development budget. We provide you with essential IT equipment including a laptop, plus a one-time home office stipend.

## COMPENSATION AND TERM

The annual salary range for this position is CAD 80,000 to 90,000 commensurate with experience. The contract term is between May 1<sup>st</sup> 2023 - December 31, 2023, with the possibility of extension for the right candidate.

## LOCATION

This position will be remote, with the option to work in person at Student Energy's office in Vancouver, BC. This position is open to all candidates based in Canada.