Canada Finance Officer - Operations Team

The Role

The Canada Finance Officer is responsible for all financial operations of Robogals North America in Canada. The Canada Finance Officer helps set the yearly budget of Robogals North America, manages the Robogals Canada bank account, and regularly maintains our Canadian accounting records. The Canada Finance Officer works directly with the USA Finance Officer on matters of finance and accounting, and with the Canada and USA Operations Officers to set policies relating to financial operations, such as accounting, budgeting, and banking. This role reports directly to the Robogals North America REO. The time commitment of this position is estimated to be about 1 - 5 hours per week, for a minimum one-year contract subject to renewal. Applicants can be based anywhere in Canada.

Responsibilities

➔ Work with the REO to establish and monitor the yearly budget
➔ Manage financial tracking and accounting of Canadian regional income and expenditure
➔ Issue reimbursements to volunteers and tax receipts to sponsors in Canada
➔ Manage Robogals North America's banking in Canada
   ◆ Act as a signing authority for the Robogals Canada bank account (alongside the Canada Operations Officer)
➔ Assist with special projects, which may include:
   ◆ SINE (annual conference for chapter executives), outreach initiatives, establishing new chapters, creating regional procedures and policies

Required Skills

➔ Communication skills (especially over email and video chat)
➔ Detail-oriented
➔ Organisational skills
➔ Strong understanding and passion for Robogals' mission, and an ability to express the aims of the organisation with others
➔ Experience with accounting considered an asset, though not a requirement

Remuneration

➔ The ability to have a widespread impact on STEM education for young girls
➔ Build connections with young leaders from around the world
➔ Develop strong leadership, communication, and other professional skills

How to Apply

Should you wish to apply for a role on the team, please fill out the online application