



- Lead the management of the financial planning and budgeting process for all project-related activities, including the preparation of financial forecasts and fundraising targets;
- Support the development and implementation of a Northern-based impact fund targeted at supporting Northern and Indigenous entrepreneurs and social innovators;
- Co-facilitate finance content across EntrepreNorth's program offerings when interested and available;
- Develop and implement financial policies, systems and procedures to ensure a high level of project accountability;
- Support the development of data management and tracking systems for the purposes of impact reporting and proving blended social and economic returns on investment;
- Prepare or coordinate the preparation of financial statements, custom financial reports, and other cost-benefit analyses and financial management reports;
- Coordinate with project managers to prepare operational budgets for program implementation; marketing and communications; and other special initiatives;
- Conduct monthly variance reporting to keep project expenditures on track and adjust where necessary;
- Coordinate with the MakeWay Shared Platform finance team to comply with all grant reporting requirements;
- Coordinate the development and implementation of a Northern procurement policy to support Northern and Indigenous businesses;
- Oversee project expenditure and expense reporting with project team members;
- Oversee contract cost management and invoicing with project team members;
- Track and monitor vendor invoices for payment

## **Qualifications Required**

### Required:

- A bachelor's degree or diploma in business administration, finance, commerce or a related field
- Minimum of 3 years of experience in accounting, budgeting, financial planning and analysis or other financial activities
- Experience working in Indigenous communities and/or culturally sensitive environments
- Strong management and organizational skills

- Ability to take initiative and work both independently and collaboratively
- Ability to maintain confidentiality and handle sensitive information

Assets:

- A recognized accounting designation (e.g., CPA)
- Experience developing multi-dimensional fund-based budgets
- Familiarity with northern entrepreneurial operations
- Strong networking and relationship building abilities
- Strong communication and interpersonal skills

### **How to Apply**

Please submit your resume and cover letter online at [www.entreprenorth.ca/careers](http://www.entreprenorth.ca/careers) via the online form. We will accept applications until the position is filled. No phone calls or recruiters please.

**For more information about EntrepreNorth and MakeWay, please visit:**

[www.entreprenorth.ca](http://www.entreprenorth.ca)

*As **EntrepreNorth** is on [MakeWay's Shared Platform](#),  
the selected candidate will be an employee of MakeWay.*

***MakeWay is strongly committed to creating a diverse workplace environment and we welcome and encourage applications from the communities we serve.  
We are proud to be an equal opportunity employer.***

***MakeWay will provide accommodation during all steps of the hiring process, upon request, to applicants with disabilities. Please advise us if you need any accommodation.***

*Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted. Thank you for your interest!*