



62 York Street
Sackville, NB E4L 1E2,
Canada

Job Description for Vice President – Finance and Operations

Working with Enactus Mount Allison means joining a group of entrepreneurial leaders making a meaningful difference in their communities, while gaining the experience, skills, and contacts necessary to build a successful career. We're looking for you to help us transform business initiatives into strategic competitive advantages. The position of the Vice President – Finance and Operations reports directly to the President, while working closely with the Team Advisor, Vice President – Marketing and Project Development, and Director, Staff, Presentation and Communications to achieve the objectives of the club.

Duties:

1. Monitor Teams projected expenses and revenues.
2. Work alongside the President to ensure that projects adhere to guidelines and policies of Enactus Canada, external sponsors.
3. Develop a comprehensive budget; manage and maintain the club's finances.
4. Work in collaboration with the Vice President – Marketing and Project Development to seek external and internal partners and sponsors.
5. Access and identify opportunities to grow the team's income and administer honoraria where possible.
6. Oversee of day-to-day club operations to implementing cost-effective techniques.
7. Assist the President in scheduling meetings with Program Manager, while encouraging Project Managers to apply for project accelerators.

Requirements:

Ability to use MS Office with commendable skills in Excel

High level of productivity

Excellent verbal/team communication skills

Excellent attention to detail and quality proofreading skills

As Vice President – Finance and Operations, you will be a signing officer for Enactus Mount Allison Team and so, will work closely with the Mount Allison Student Union to submit requisition forms. This is a great opportunity to contribute positively to the Sackville community. All applications should be submitted to enactus@mta.ca