

# Director of Finance

END POVERTY NOW – VOLUNTEER POSITION



## *About End Poverty Now*

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End Poverty Now (EPN) is a Canadian non-profit organization dedicated to the alleviation of poverty on both local and international levels by finding, funding, and raising awareness of self-sustaining grassroots projects created by community members with firsthand experience of poverty. Please see [www.endpovertynow.ca](http://www.endpovertynow.ca) for more information.

## *Position Overview*

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The Director of Finance is an integral staff member of the EPN team. This board member is responsible for collaborating with the Board of Directors, Sponsorship Officer and campaign leaders to provide comprehensive financial analysis to monitor and improve cash flows for EPN. This is a volunteer position offering excellent experience in the non-profit sector.

**Location** – Montreal, Quebec, Canada

**Work Type** – Non-profit, Part-Time, Volunteer

**Start Date** – Immediately

**Hours** – Approximately 10 hours/week (with emphasis on quality of work as opposed to set hours)

## *Duties & Responsibilities*

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### **General Responsibilities**

- Budget, forecast, and monitor cash flows, ensuring adequacy of funding for EPN's Grassroots Projects and fundraising campaigns
- Issue tax receipts for donations
- File annual tax return
- Routinely collaborate with EPN staff, responding to finance-related questions
- Attend bi-monthly staff meetings (1-2 hours in duration)

### **As an EPN Board Member**

- Attend bi-weekly board meetings (1-2 hours in duration)
- Prepare updates and reports as needed

## *Preferred Qualifications*

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- Bachelor's degree (completed or currently pursuing) or professional experience in the financial field
- Strong interest in poverty alleviation and socio-economic issues
- Basic proficiency in Microsoft Office (Word, Excel, PowerPoint)

- Well organized with excellent time-management skills
- Previous experience in the non-profit sector is an asset
- Written and/or spoken French is an asset

### *Application Information*

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Please send your C.V./Resume and a short cover letter to: [apply@endpovertynow.ca](mailto:apply@endpovertynow.ca)

Interviews will be conducted with qualified applicants, either online, over the phone, or in person.

Also visit: [www.endpovertynow.ca](http://www.endpovertynow.ca) | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Instagram](#)