

## The Opportunity

*Are you looking to contribute your financial expertise to help lead one of North America's most exciting and creative businesses? Are you looking to join a strong visionary team, carving out a new path in one of Canada's most innovative communities?*

*The successful candidate will become be an integral player in our continuous creation of new social enterprise business opportunities on Fogo Island, strengthening the impact of social business in Canada and abroad.*

**Job Title: Financial Analyst**  
**Location: Fogo Island, NL**

### **Key Responsibilities**

Reporting to the Financial Controller;

- Work with team on new projects and implement accounting process to support growth and accountability across Shorefast Social Enterprise Group of entities
- Continuously identify metrics that will improve efficiency and effectiveness of finance and accounting functions
- Develop financial reports that are clear, responsive and timely to serve as guide for management
- Ongoing cost analysis of products and services, monitoring focus on local inputs and other levers directly contributing to economic nutrition targets
- Prepare budgets and forecasts, monitor activity against approved benchmarks
- Ensure accountability for attaining financial goals and / or working within spending limits amongst organizations
- Coordinate and prepare supporting documentation for external audit
- Prepare and review business plans associated with new business opportunities
- Serve as resource to team preparing proposals, grants and other funding applications
- Assist with management of Insurance Programs (corporate, vehicle and employee)
- General office administration
- Contribute Board of Directors information packages

### **Skills and Experience**

#### ***Technical Skills, Experience & Qualifications***

- Experience in for-profit and non-profit financial management, including process development, controls implementation and oversight of daily operations
- Proficient in preparing bank reconciliations, prepaid adjustments, processing accounts payable, accounts receivable, payroll, and inventory management
- Clear understanding of taxation in for-profit and non-profit ventures, including payroll taxes, HST, GST, PST and some familiarity with VAT
- Familiarity with Newfoundland & Labrador Labour Standards as code it relates to payroll processing
- Thorough understanding of Accounting Standards for Private Enterprise (ASPE) and Accounting Standards for Not-For-Profit Organizations (ASNPO)
- Bachelor's Degree in Business, preferably with specialty in Accounting or Diploma Program equivalent
- In pursuit of or has secured a professional accounting designation in Canada
- Minimum 3 years of relevant work experience

#### ***Software Skills***

- Highly proficient in using Microsoft Suite including Outlook and Word, with expertise advanced Excel features (Pivot tables, advanced formulas, macros)
- Proficient using QuickBooks or equivalent accounting platform, including ability to process transactions as well as preparing direct reporting from the software itself

## ***Personal Skills & Interests***

- Entrepreneurial spirit and willing to learn something new every day
- Positive, outgoing, ambitious, energetic and career oriented
- Extremely well organized and able to manage a multitude of tasks and priorities simultaneously
- Team player with a roll up your sleeves approach to getting the job done
- A desire to “Make a Difference” and make strategic investment in the growth of Social Business in Canada
- Possess excellent communication skills, verbal and written, comfortable providing explanation of financial information tailored to varying levels of expertise (i.e. outside funders, staff, senior management, BOD)
- Excel in a fast paced and demanding start-up environment
- A passion for small communities
- High degree of confidentiality

## **Compensation and Benefits**

- Competitive Salary and Benefits package
- Great organizational culture
- Opportunities to advance
- Possible relocation and shared housing assistance (position based on Fogo Island, NL)

## **About our Organization**

Shorefast Foundation was established to contribute to the economic and cultural resilience of Fogo Island, Newfoundland, creating a model for contemporary rural communities. Activities are focused at the intersection of business, art, community and nature.

The Shorefast Group operate a social enterprise model where surpluses from business activity flow through the Charity and are reinvested in community programs. Entities under this unique corporate structure include Shorefast Foundation (federally registered Canadian charity) and Fogo Island Arts (contemporary art residency programme), alongside for-profit business ventures including Fogo Island Inn, Fogo Island Shop, Fogo Island Fish, and Community Host Services.

Social business is an emerging field in Canada, where for-profit economic activity directly contributes to positive social outcomes typically served by the non-profit community. Shorefast Foundation is a leader in this emerging space, creating not-just-for-profit businesses that maximize return on sacred capital (natural, social, cultural) alongside economic capital. The goal is to create a next generation economy of strong, resilient communities – a global network of deeply local places.

The successful candidate will join a committed team and help create business in service of community.

## **Contact Us**

Please submit a cover letter and resume to [careers@shorefast.org](mailto:careers@shorefast.org) using the subject line “**Financial Analyst**”

Deadline for Applications: December 15, 2017

Questions about this position may be directed to: Justin Hearn, CPA, CA – Controller, Fogo Island Inn – [justinhearn@fogoislandinn.ca](mailto:justinhearn@fogoislandinn.ca)

No phone calls, please.

For further information visit our websites:

[www.fogoislandinn.ca](http://www.fogoislandinn.ca) | [www.shorefast.org](http://www.shorefast.org) | [www.fogoislandarts.ca](http://www.fogoislandarts.ca) | [www.fogoislandshop.ca](http://www.fogoislandshop.ca)