



Junior Financial Analyst (Consultant)

(temporary, part-time position)

Position: Junior Financial Analyst (Consultant)

Organization: Women Speak Up (Ottawa, ON) — Hybrid/Remote (2 days in person) Position Type: Part-time Contract (until March 31, 2027)

Compensation: \$28.50/hour (consultant to remit own taxes to CRA)

Hours: 10-15hrs/week (flexible)

Language: Fluent English (Bilingual in French and English is an asset)

Who We Are

At Women Speak Up, we make space for women to use and amplify their voices towards personal growth and community change.

The mission of Women Speak Up is to give women the tools and practical opportunities to use their voices with confidence, sharing their extraordinary stories within a supportive environment. We are dedicated to developing women for maximum positive impact at home, at work, in business, and in the community. Four key program areas drive our work: storytelling, coaching, community connections and purposeful living. Our core values are truth, courage, openness and patience.

We provide the forum, information, strategies, and network of support that will help women to live and take actions that are in alignment with their values or what matters most to them. We have the privilege to nurture a vibrant community of women in the City of Ottawa and a growing community of women also in the City of Toronto. To learn more visit: www.womenspeakup.ca

Position Summary

Women Speak Up is seeking a detail-oriented and growth-minded Junior Financial Analyst to strengthen the organization's financial resilience. Reporting to the leadership team, this role supports accurate financial record-keeping, budgeting, forecasting, and audit preparation. The position evolves from foundational accounting tasks to more advanced financial analysis, supporting long-term sustainability, grant compliance, and strategic decision-making. This role is essential to maintaining accountability to donors, funders, and regulatory bodies such as the CRA.

Key Responsibilities

Financial Operations & Record-Keeping

- Maintain accurate financial records, including donations, expenses, and project-specific expenditures.
- Manage general ledger entries and ensure proper allocation to programs and funding streams.
- Ensure compliance with Canadian GAAP for charities and federal/provincial reporting requirements.
- Prepare monthly, quarterly, and annual financial statements for leadership and the Board.

Budgeting, Reporting & Analysis

- Support development of annual operating and project budgets.
- Prepare cash-flow and expenditure reports with actionable insights.
- Conduct monthly variance analysis and present findings to the COO and Board.
- Monitor cash flow and provide weekly/monthly updates to support operational decisions.

Reconciliation, Grants & Revenue

- Perform monthly bank and credit card reconciliations.
- Track diverse revenue streams, including grants and sponsorships, ensuring compliance with donor requirements.
- Maintain digital grant documentation to meet reporting standards for funders such as City of Toronto and federal agencies.

Audit Preparation & Compliance

- Lead preparation for annual external audits, including work papers, schedules, and supporting documentation.
- Serve as the primary contact for auditors and support testing of internal controls.
- Conduct quarterly internal reviews to identify discrepancies before year-end.
- Ensure CRA compliance for reporting.

Process Improvement & Operational Support

- Identify cost-saving opportunities and refine costing methods.
- Support tax planning and annual filings with Corporations Canada.
- Strengthen internal controls and modernize financial processes (e.g., payroll, expense processing).
- Track organizational assets and maintain accurate depreciation records.

Qualifications

- Bachelor's degree in Finance, Accounting, or related field; CPA designation or candidacy preferred.
- 3–5 years of experience in FP&A, corporate accounting, or nonprofit fund accounting.
- Advanced Excel skills (pivot tables, VLOOKUPS, modeling) and conversant with Microsoft and Google suite software.
- Strong analytical skills, attention to detail, and ability to communicate financial insights to non-finance stakeholders.
- Commitment to the mission of Women Speak Up and empowering women's voices.

How to Apply

Submit your resume and cover letter to: wsu_adm@outlook.com

Deadline for application/Closing: June 8, 2026 at 11:59pm

Must be legally allowed to work in Canada.

We thank all candidates for their interest and advise that only those selected for an interview will be contacted.

We are an equal opportunity employer and welcome applications from candidates of all backgrounds and experiences. If you require accommodations at any stage of the recruitment process, please let us know, and we will do our best to work with you to meet your needs.