



Job Posting – Project Finance Analyst

VALUING LIVED EXPERIENCES

EAC's vision is of a just and vibrant world of respect, belonging and ecological resilience. As a team we are working to decolonize, further equity and dismantle the harmful systems at the root of the interconnected crises of environment and justice that we tackle every day. We strive to bring an equity lens to all that we do including by building a strong and diverse team.

We encourage applications from individuals from equity-deserving groups including, but not limited to: African Nova Scotian and other racialized people, Mi'kmaq and other Indigenous people, lesbian, bisexual, gay, transgender and queer people, and persons with disabilities. If you are a member of an equity-deserving group, and feel comfortable doing so, we encourage you to self-identify in your cover letter or application. We prioritize diversity in our selection process.

ABOUT US

The Ecology Action Centre (EAC) is a fierce and creative environmental charity based in Mi'kma'ki/Nova Scotia. Since 1971, we have proudly tackled critical environmental issues from biodiversity protection to climate change to environmental justice. Grounded in community, we act as a watchdog, convenor, mobilizer and incubator, taking a holistic approach to the environment and the creation of a just and vibrant world.

We strive to promote a diverse and inclusive organizational culture that emphasizes collaboration, caring, quality work, and real impact. We value our members, volunteers, employees, and partners and strive to create a space of respect, belonging and resilience.

We have a team of passionate and determined people who share ideas and inspire others to create systemic change in the face of urgent, complex environmental issues.

ABOUT YOU

Colleagues describe you as smart, flexible, and trustworthy. You thrive in a busy, collaborative environment, immersed in meaningful work with colleagues committed to a cause. You excel in a culture of productivity and respect—one that values appreciation and work/life balance.

You are a financial professional and strategic thinker who balances the big picture with detailed analysis. You creatively solve complex financial challenges, manage multiple



projects and funders, and deliver exceptional results driven by process, accuracy, and timeliness. You have a deep commitment to diversity, equity, and inclusion in all aspects of work and building relationships comes naturally to you, and your values—listening reflectively, speaking kindly, and acting ethically—guide your work. At this stage in your career, you seek to join others in creating meaningful and lasting change.

ABOUT THE JOB

Summary

The Project Finance Analyst is responsible for the creation and management of accurate, timely reports and analysis to support program managers in achieving their project objectives. The position works in a collaborative, impact-oriented environment with the Finance Team and colleagues across the Ecology Action Centre. The Project Finance Analyst collaborates with project teams to support budget development and complete reports. They perform month-end accounting, maintain up-to-date project trackers, lead regular meetings, and support senior staff in financial planning for each project area. This position supports all financial components of grant applications and reporting for the Ecology Action Centre. As the link between program managers and operations, the Project Finance Analyst is a key contributor to strategic decision-making and to system improvements and efficiencies for the organization.

Key Responsibilities

- Provides budget development support, forecasting, and reporting to EAC's program lead managers and directors; provides timely feedback that enables project managers to make financial decisions related to funding and staffing
- Analyzes large volumes of data, develops and maintains financial reporting tools for accurate and timely project budget tracking
- Completes month-end accounting related to project admin and deferred revenue, reviews allocations, and updates project trackers
- Acts as liaison between finance and projects staff; leads regular meetings with each of EAC's 8-10 Action teams, ensures regular contact with EAC budget holders, communicates clear actionable financial insight to finance team and program managers
- Collaborates with program staff to support EAC's grant application processes including
 - Sound budget proposals and project funding summaries
 - Timely and accurate pipeline and agreement tracking and compliance
 - Accurate financial sections of grant reports that meet funding requirements and are impactful to reinforce relationships with funders



- Managing and tracking contracts, grant agreements, and reporting, including template provision and records management
- Support for procurement – advising, guiding and participating in financial aspects of contracts and calls for tender, and tracking contract agreements
- Provides onboarding and training to employees on Finance requirements
- Keeps track of system issues and anticipate future needs/problems
- Protects EAC's assets by keeping information confidential
- Provides additional support to Finance Manager and Accounting Clerk including backup for financial processes such as payroll, accounts payable, month, quarter and year end activities, bimonthly cash and cheque deposits and other finance related duties as required.

WHY YOU SHOULD APPLY

Even if you don't have all the requirements listed in this position, you may be the right candidate. If you are a natural communicator with a passion for how organizations thrive and change, and an experienced bookkeeper knowledgeable of non-profits, we want to hear from you. Apply and tell us what you'd bring to the team.

WHAT YOU BRING

- At least 3-4 years of experience in project and/or financial management in a non-profit setting, experience in bookkeeping and accounting.
- Experience with a range of non-profit financial reporting requirements including for a variety of types of funders
- Familiarity with grant applications processes, including grant reporting, tracking, etc.
- A facility with numbers, strong organizational skills and exceptional attention to detail
- Ability to accurately manipulate large amounts of data, and to synthesize key messages
- Highly skilled with Excel and MS Office, with strong technological literacy, have a curiosity for technical applications and an ability to learn new tools
- Excellent written and verbal communication skills, including relationship building expertise and an ability to explain complex financial matters in simple terms
- Strong analytical and problem-solving skills; proven aptitude for utilizing and improving systems and processes and an ability to simplify, where appropriate

These additional skills, areas of knowledge, and experiences are an asset:

- Professional experience in bookkeeping, accounting, finance, financial analysis, or other related fields and/or post-secondary certificate/degree in a business, management or finance field



- Knowledge of project management methods
- Experience in working with and presenting to leadership teams

TERMS OF EMPLOYMENT:

- Full-time; 4-day, 30 hr work week, Monday - Thursday with some flexibility in the workday. [Find out more about our 4-day work week here](#)
- Remuneration: \$53,000 - \$ 57,000 annual salary commensurate with experience
- Indefinite contract
- 4 weeks pro-rated, 10 paid health days, and 12 paid Holidays, cost-shared benefits plan after 3 months
- Hybrid work environment with the expectation to be in our office in Halifax's North End at least 2 days per week.

TO APPLY

Please submit your [resume and cover letter here](#). The closing date is Tuesday, May 12th.

We thank everyone who applied; however, we will only be contacting those who will be interviewed.