

# ALICE + WHITTLES

## FINANCIAL CONTROLLER

Full-Time Summer Internship

Term: May 6th 2019 - August 23rd 2019

**Alice + Whittles** is a Sustainable footwear + Accessories dynamic online brand that employs natural, upcycled and recyclable materials to design elevated outdoor essentials.

The brand is born from the founders' experiences as UN relief workers on the frontline in Tunisia and sees more conscious fashion as one possible solution to a world starving for ideas, among other things.

Reporting to the CEO, the **Financial Controller** will support Alice + Whittles through effective financial planning and reporting.

As a part of this internship, the successful applicant will also participate in workshops, networking sessions and Lunch & Learns with Good & Well - a Toronto-based impact investment firm - alongside interns from several other social purpose businesses.

This position is partially funded by the United Nations Association of Canada through the Green Spaces Program <<http://unac.org/green-spaces/>>, which is supported by the Government of Canada as a part of the Youth Employment Strategy.

### Key Responsibilities

- Updating and managing the company budget and cashflow
- Developing financial and sales forecasts
- Managing all internal accounting operations including A/P, A/R, and GL
- Preparing timely monthly financial statements
- Developing efficient systems for effective financial management for permanent staff
- Developing and sharing other financial materials with accountants as needed
- Other duties as required

### Must-Haves

- Entering fourth year of undergraduate program in accounting, finance, or a related program
- High level of efficiency, accuracy, detail-orientation, and organization
- Ability to work independently and self-motivate
- Completion of introductory accounting and finance courses with minimum 75% grade in each course
- Overall GPA of 3.0 or higher
- High skill level in Microsoft Excel
- Currently in school full-time and intending to return to school after the internship
- Between the ages of 15 and 30 (inclusive) at the time of intake/selection, as per the [UNAC Green Spaces](http://unac.org/green-spaces/) wage subsidy program requirements <<http://unac.org/green-spaces/>>
- A Canadian citizen, permanent resident, or person who has been granted refugee status in Canada
- Legally entitled to work according to Ontario's legislation and regulations

#### **Good-to-Haves**

- Bookkeeping experience
- Finance-related work or volunteer experience
- Sales forecasting experience
- Passion for ethical fashion and consumerism

#### **Pay / Hours**

- \$15/hour for 37.5 hours/week
- Business hours are Monday to Friday, 9am-5pm

#### **Application Instructions**

Apply online via our application portal < <https://goodandwell.typeform.com/to/AQBjip>> and include the following:

- Resume
- Copy of your transcript
- A cover letter answering the following questions:
  - What will you bring to the internship?
  - What do you hope to gain from the internship?
  - What does social impact mean to you?
  - Describe a time when you faced a challenge. How did you approach it and what did you learn from that experience?

Application Deadline: February 7, 2019 at 11:59pm (extended).

Applications submitted via other methods will **not** be reviewed.

Alice + Whittles is an equal opportunity employer committed to diversity and inclusion. We consider all applicants regardless of race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, and Indigenous status.