
Staff Vacancy – CSC Finance Lead

Each year, SEDS-Canada hosts the Canadian Space Conference (CSC) to bring students and professionals together for a weekend centered around the space industry. The conference takes place over three days and features speakers from a variety of backgrounds who share their experiences, research, and insights within the aerospace sector. The event includes keynote talks, networking opportunities, workshops, panels, and social events designed to connect and inspire the next generation of space leaders.

The Finance Lead will be responsible for overseeing and managing the financial operations of CSC 2026/2027. This includes tracking conference expenses and revenue, maintaining accurate financial records, monitoring the event budget, organizing invoices and reimbursements, and coordinating with the VP Finance regarding approvals and payments. The Finance Lead will also provide regular budget updates to the conference team, assist in evaluating financial decisions, and help ensure the conference remains financially sustainable throughout the planning process.

SEDS-Canada is seeking an organized and detail-oriented individual with strong communication and financial management skills. Experience with budgeting, spreadsheets, event planning, sponsorship, operations, or student organizations is considered an asset. The Finance Lead will work under the leadership of the Conference Lead and VP Finance while collaborating closely with logistics, sponsorship, and marketing teams.

Primary duties:

- Track all conference expenses, including catering, venue costs, supplies, staff travel, afterparty events, and other operational expenses
- Track conference revenue, including sponsorships, ticket sales, grants, and partnerships
- Coordinate with the VP Finance regarding payments, reimbursements, and financial approvals
- Collect, organize, and maintain receipts, invoices, vendor quotes, and reimbursement forms
- Monitor conference spending to ensure the event remains within budget
- Maintain and regularly update a live finance spreadsheet for the conference team
- Provide regular budget and financial updates during conference meetings
- Work closely with the Conference Lead to evaluate financial decisions and budget priorities
- Prepare reimbursement requests for staff and submit them to the VP Finance for processing
- Track outstanding payments, pending reimbursements, and unpaid invoices
- Ensure all financial documentation is organized, accurate, and transparent
- Prepare a final financial summary and budget report following the conference
- Report directly to the Conference Lead and collaborate regularly with the VP Finance

Requirements:

- Experience managing budgets for large-scale events
- Comfortable using Excel, Google Sheets, and other spreadsheet tools
- Strong attention to detail
- Ability to organize and track receipts, invoices, reimbursements, and payments
- Understanding of budgeting, revenue tracking, and expense management
- Experience with event planning, club finances, sponsorship, or operations is considered an asset
- Ability to collaborate with multiple teams, particularly sponsorship, logistics, and marketing
- Strong written and verbal communication skills
- Comfortable providing brief financial updates during meetings
- Reliable with deadlines, organization, and follow-ups
- Ability to compare vendor quotes and identify cost-effective solutions
- Experience working with vendors, sponsors, or university clubs is considered an asset
- Professional, responsible, and accountable when handling financial matters
- Previous experience as a treasurer, finance executive, operations lead, or event coordinator is a strong asset
- Demonstrated interest in strengthening and improving the organization's financial sustainability and long-term growth

While managerial, financial and sponsorship communications experience is an asset, the most important fulfillment is a willingness to learn in a fast-paced and professional environment. This is an unpaid volunteer position.

Apply today by filling out an online form at [LINK](#), and we'll get back to you at the end of the application window.