



OPPORTUNITY BRIEF

Executive Finance Officer



ABOUT

Officially founded in 1820, Sipekne'katik First Nation is a multi-generation, Mi'kmaq community of nearly 3,000 members located in Hants County, Nova Scotia. We are a close-knit community, with a strong focus on education and health, and a strong desire to advance economic development initiatives.

In 2013, our community (commonly known as Indian Brook or Shubenacadie First Nation) reclaimed its traditional Indigenous name, Sipekne'katik, meaning "where the wild potatoes grow."

Sipekne'katik is one of the seven geographic districts of Mi'kma'ki – the ancestral and unceded territory of the Mi'kmaq. We are one of seven Mi'kma'ki districts with approximately 1,400 hectares of land holdings, including 408.3 hectares in New Ross, 43.5 hectares in Pennal 19, 412 hectares in Shubenacadie, 55.7 hectares in Wallace Hills and 690 acres of fee-simple land.

STATEMENT OF INTENTION

Sipekne'katik First Nation is a community rooted in the traditions and history of our ancestors, taking pride in our Mi'kmaq culture, language and way of life.

We are seeking a candidate with knowledge of and cultural sensitivity towards First Nations culture and our way of life.

Preference will be provided to qualified Indigenous peoples, particularly those that identify as Mi'kmaq.

If accommodation to the recruitment process would help you to present your full contribution potential to the process, we would love to support you.

This Moment, This Position

Reporting directly to the Director of Administration and collaborating closely with the Director of Operations and Director of Finance (DOF), the **Executive Financial Officer (EFO)** plays a pivotal role in the financial stewardship of Sipekne'katik First Nation (SFN) and its subsidiaries.

As the senior-most finance leader within the organization, the EFO oversees the entire Finance department, ensuring compliance with the Financial Administration Law and all related policies. This position offers a unique opportunity to provide visionary leadership in strategic planning, borrowing, debt management, insurance, and investment management. The EFO will engage in complex financial analysis and reporting, shaping the financial future of SFN.

The EFO is a key advisor to Chief and Council and the Finance Advisory Committee, responsible for delivering insights on strategic and financial planning, managing financial risks, and driving the financial success of the organization. Additionally, the EFO will contribute to policy development and work closely with the DOF, providing oversight, guidance, and mentorship to support the DOF's responsibilities.

Join us in this unique opportunity to make a significant impact on the financial health and prosperity of the Sipekne'katik First Nation community.



Working Conditions

Work completed in a comfortable office environment with extensive amount of time sitting at a desk using a computer; Overtime may be expected outside of the regular 35 hour work week; Travel within and outside of the community; overnights may be required; Regular consultation with Chief and Council; expectation to meet tight deadlines.

HOW YOU WILL CONTRIBUTE

Annual Planning and Budgeting:

- Establish and format draft budgets, collaborating with departments and key stakeholders.
- Prepare and consolidate draft budgets, ensuring compliance with FAL.
- Develop revenue projections and recommend materiality thresholds for budget amendments.
- Present annual budgets to the CAO and Finance and Audit Committee (FAC).
- Implement financial monitoring and analyze budgeted vs. actual reports.

Financial and Operational Reporting:

- Prepare financial statements and reports in accordance with Canadian GAAP.
- Assess and manage financial reporting risks, recommending mitigation procedures.
- Maintain records for financial instruments, ensuring compliance with regulations.

Financial Institution Account and Cash Management:

- Represent the First Nation with financial institutions.
- Coordinate bank accounts and ensure proper cash handling procedures.
- Review monthly bank reconciliations and manage cash flow and liquidity.

Purchasing and Expenditures:

- Develop and maintain procurement policies and procedures.
- Monitor expenditures and approve budgeted expenses.

Borrowing, Lending, Guarantees, and Investments:

- Prepare borrowing proposals and manage borrowing activities.
- Approve and manage lending, guarantees, and investments.
- Monitor investment portfolios and recommend actions.

Capital Assets and Risk Management:

- Record and report capital assets accurately and timely.
- Develop and implement procedures for asset safeguarding.
- Identify and mitigate financial and operational risks.

Governance and Compliance:

- Ensure compliance with FAL, GAAP, and governance policies.
- Support the FAC meetings and provide professional guidance.
- Oversee external audits and prepare financial statements.



WHAT WILL HELP YOU SUCCEED

- Business Degree in a related field; Professional Accounting Designation (CPA) considered and asset
- At least 5 years' experience in a senior finance position with supervisory responsibilities
- Ability to gain detailed knowledge of financial management, CICA and PSAB guidelines
- CPA designation
- Demonstrated audit experience
- Demonstrated strong analytical, problem solving, project management and organizational skills
- Demonstrated superior verbal and written communication skills
- Demonstrated strong negotiation, conflict management, strategic leadership and team building skills
- Demonstrated ability to be adaptable and flexible to manage unexpected/unpredictable, fluctuating workloads
- Demonstrated ability to prioritize workloads and handle the demands of a challenging position.
- A satisfactory criminal record check and vulnerable sector check at all times is required.
- Ability to understand and adapt to working in a First Nations Community.
- Must have access to a reliable vehicle and hold a valid driver's license.

THE PACKAGE

Salary: \$110,000 - \$130,000
(negotiable within range based on experience)

Benefits & Pension: Health, dental, disability and life insurances, an employee & family assistance program and employer pension plan.

Location: 522 Church St.
Indian Brook, Nova Scotia



Apply now by [Clicking Here!](#)

Applications will be accepted until

August 2, 2024

Please include a cover letter that speaks to your experience and offers a glimpse of your personality.

Wela'lin!



What to Expect

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect a phone call with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to know what inspires you.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 organization representatives.
- Finalists may participate in a second round interview or skills activity (virtual or in person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.