



GLOOSCAP
First Nation



**GLOOSCAP
KLUSKAP**
VENTURES

**Do something today that makes our community
more prosperous than it was yesterday**

OPPORTUNITY BRIEF

Finance Manager

SEARCH CONDUCTED BY PLACEMAKING 4G

STATEMENT OF INTENTION

We are ideally seeking a candidate with knowledge of, and cultural sensitivity towards First Nations culture and way of life. The candidate should have an awareness of the financial structure of a First Nations community, or interest in learning.

We encourage applications from Indigenous peoples, along with those who meet the specified criteria, expertise, and education for this high-level position.

We have chosen to collaborate closely with the P4G search team because they are dedicated to creating a safe space for you to openly discuss your experiences, preferences, and any accommodations that may support you. This partnership ensures that your information is handled with sensitivity and respect.

ABOUT

Glooscap First Nation, one of Nova Scotia's thirteen Mi'kmaw Indigenous communities, is located halfway between the towns of Wolfville and Windsor, not far from Blomidon Provincial Park, the ancestral home of Glooscap.



While the community of Glooscap was founded in 1984, Mi'kmaq people have lived and travelled these lands for thousands of years. This area was an important hunting ground for our ancestors, who travelled along the natural river systems.

In 2013, the band formed a new, independently run corporation, **Glooscap Ventures**, dedicated to improving the economic growth and sustainability of the Glooscap First Nation. The portfolio includes businesses and strategic assets in various industries, including retail, renewable energy, seafood, and consulting businesses. The profit from those businesses is reinvested in ways that enable the community and its members to become more spirited and full of life with each passing year.

Today, Glooscap is a custom band governed by 1 Chief and 3 Council members who are elected every five years. Today, the total population is over 400 members, with approximately 100 living on reserve.

THIS MOMENT, THIS POSITION

The Finance Manager plays a central role in the financial health of Glooscap First Nation. Reporting to the Chief Financial Officer, this position leads the day-to-day financial operations of the Band (non-profit) administration while collaborating with the broader finance team that supports both community and business activities.

This role is well-suited for someone who thrives in a collaborative, community-first environment and brings strong technical accounting skills, systems thinking, and a desire to build capacity across teams. While your primary focus will be managing public-sector financial processes, your work will occasionally intersect with Glooscap Ventures and its growing portfolio of businesses.

This is an exciting opportunity to support a community that's growing in capacity and vision—with the chance to help build financial systems that reflect its values.



Community Mission

*Maintaining a
sustainable community
through our people, for
our people*



POSITION RESPONSIBILITIES

- Lead daily financial operations for Glooscap First Nation, ensuring accuracy, transparency, and efficiency.
- Prepare monthly and quarterly financial reports, including income statements, balance sheets, and cash flow statements.
- Maintain accurate general ledger records and ensure compliance with PSAS (Public Sector Accounting Standards).
- Coordinate year-end processes, including audit preparation and capital asset reporting.
- Work with the CFO to prepare budgets, cash flow forecasts, and financial planning documents for both operating and capital needs.
- Oversee accounts payable/receivable processes, cheque/EFT runs, and HST filings.
- Develop and implement financial procedures and internal controls.
- Provide guidance and mentorship to other finance staff, and support training and development efforts across departments.
- Support ISC (Indigenous Services Canada) financial reporting requirements and monitor funding agreements.
- Participate in planning and budgeting for capital projects.
- Build relationships across departments and contribute to an environment of learning, transparency, and respect.

QUALIFICATIONS AND EXPERIENCE

- CPA designation required.
- 7–10 years of progressive experience in financial management, ideally in a public sector or not-for-profit setting.
- Demonstrated knowledge of PSAS and public funding/reporting practices.
- Supervisory experience with a collaborative and inclusive leadership approach.
- Experience working with Indigenous communities or organizations is considered an asset.
- Strong communication and relationship-building skills.
- High attention to detail, systems thinking, and a commitment to continuous improvement.

THE PACKAGE

Salary	\$90,000 - \$110,000
Hours	Full-time, Monday to Friday (37.5 hours/week)
Benefits	Pension, group insurance, Indigenous and non-Indigenous holidays
Location	Hantsport, NS (hybrid option – Fridays from home)

What to Expect:

Hiring processes often reflect systems that don't work for everyone. At Placemaking 4G, we believe recruitment should be relational and affirming. We working with organizations to ensure candidates are respected, informed, and supported throughout.

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect an invitation to chat with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to get 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.

Applications will be accepted until

July 11, 2025 at noon AST. (Or until the position has been filled.)

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



Have questions about the role?

Reach out to the Lead Placemaker at P4G to learn more.

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