

MATAWA FIRST NATIONS MANAGEMENT



Job Description

DIRECTOR:
Financial Advisory Services

PURPOSE OF THE POSITION

To manage the work-plan, budget, personnel and daily activities of the Financial Advisory Services department, which includes building member First Nations' capacity in all levels of governance and financial & human resources management. This is a community-based position which provides outreach services directly to the First Nations at the community level with a focus on Financial Management.

SCOPE

The Director – Financial Advisory Services (Director) works under the auspices of the Chief Executive Officer and under the advice of the First Nations Managers Committee. The Director must ensure delivery of advisory and direct technical services through development and implementation of a departmental work-plan and budget, which is reviewed, evaluated and approved by the Matawa First Nations Management's CEO and Board of Directors.

The areas of services include, but are not limited to the following:

- Financial/Accounting and Personnel Management; and,
- Community-level Governance;
- Administrative Governance;
- First Nations Investment Readiness Governance
- Other levels of Governance (i.e. Board, Committee and Project Governance); Advocacy Technical Support for member First Nation Finance Departments / Personnel
- First Nation Quality Management Systems
- Personnel capacity development is also a responsibility for the Manager

RESPONSIBILITIES

1. Financial Advisory Services
 - Through governance and management development, support the First Nations by providing information and capacity development in the area of accounting / financial management.
 - Provide advisory support to member First Nations on Accounting Systems and Bookkeeping, and assist with finding and securing bookkeeping training as per direction from member First Nations or MFN Band Managers Committee.
 - Provide direct bookkeeping and accounting assistance to member First Nations as per direction from member First Nations or MFN Managers Committee.

2. Community Governance:
 - Providing advisory support on development of member First Nation codes, constitution and other community level governance issues and activities;
 - i.e. Election Code development and updates;
 - i.e. Constitution development;
 - i.e. By-law development and enforcement;
 - Maintain catalogue of Community-level governance to use in aggregate in studies, proposals and other;
 - Provide advisory support for First Nation-based Board, Committee and Business governance, administration and operations.

3. Administrative Governance and Management:
 - Providing advisory support on administrative governance and management development;
 - i.e. Financial and Personnel Policies and Procedures updates and development;
 - i.e. Job Description, Interview Format, Work-Plan and Budget development;
 - i.e. Library of resources on all levels of governance and management;
 - Maintain a library of resources with information on administrative governance and management;
 - Maintain applicable subscriptions for up-to-date information on administrative governance (i.e. Policy Pro Subscription).

4. First Nations Investment Readiness Governance
 - Work with established Indigenous agencies to provide accreditation and capacity to Matawa First Nations who may want to consider raising investment funds for business opportunities within their territories

5. Band Managers Committee (Committee):
 - Maintenance and implementation of the Committee governance documentation;
 - Coordination, recording and follow-up of Committee meetings;
 - Development, maintenance and implementation of Committee budgets (where applicable);
 - Development and implementation of Committee Strategic Plan on regional goals and activities for First Nation Governance and Management development;
 - Work in conjunction with the Band Managers Committee to develop annual Work Plan for the department for approval by the CEO and Board of Directors.

6. Department Administration
 - Prepare annual Budget for CEO and Board approval;
 - Prepare annual Work Plan (w/ Committee) for CEO and Board approval;

- Adhere and implement all MFN Policies and Procedures;
 - Provide annual funders' reports as per applicable Report Guidelines.
7. Personal Development and Networking
- As required, ensure all department personnel have proper training and formal course for ISO 9001:2015 Quality Management
 - Maintain AFOA membership for department personnel for networking and information resources;
 - Continue advocacy activities with regional and national committees and initiatives dealing with First Nations governance and management;
 - Seek out workshops, seminars, and conference that will ensure continued professional development, networking and up-to-date information (all such activities subject to funding/budget availability).
8. Advocacy
- Keep up-to-date on provincial and federal legislation that relate to First Nation governance and management;
 - i.e. Indigenous Services Canada (Intervention Policy);
 - Upon invitation from member First Nation, attend meetings with government and other organizations to provide advocacy and technical support;
 - Provide advocacy on behalf of Matawa member First Nations and their members as a volunteer for local, regional and national committees and initiatives where applicable
 - i.e. – Municipal, provincial or federal advisory committees;
9. Quality Management System (QMS)
- Adhere to, implement, review and improve Matawa First Nations Management's Quality Management Systems as it relates to all duties and the department.
 - Work with Matawa First Nations' long-term outlook to develop Quality Management System for the member First Nations
10. Back up support
- Provide back up and relief support as needed to the Manager Finance & Administration in the maintenance of regular operations in the Matawa Finance Department;
11. Perform other related duties and responsibilities as directed by the CEO

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have accreditation and proficient knowledge in the following areas:
Professional Accountant (CPA, CMA, CGA or equivalent) with at least five years experience managing a budget of \$10 million+.

Experience with Sage 300 and Simply Accounting preferred.

- First Nation cultural, governance and management issues;
- Human Resources and Financial Management Policies and Procedures;
- All legislation pertaining to First Nation governance and management issues;

- Regional issues affecting member First Nations – resources, lands, education...;
- Community-level Governance tools (i.e. Constitutions, Election Codes...);
- Administrative-level Governance (Personnel/Human Resources and Financial Management Policies and Procedures);
- Tools and guidelines for effective Management.

Skills

The incumbent must demonstrate the following skills:

- Policy development and implementation;
- Computer Skills – word processing, e-mails, spreadsheets, PowerPoint, web/internet;
- Communication Skills – written, oral, presentations;
- Interpersonal Skills – working at MFN in a team environment and working with community members;
- Experience directing and training accounting and administrative staff;
- Ability to work with minimal supervision.

Personal Attributes

The incumbent must maintain strict confidentiality in performing all duties. The incumbent must also demonstrate the following personal attributes:

- Trustworthiness;
- Diligence;
- Able to multi-task;
- Able to handle tight timelines;
- Personable;
- Sincere commitment to the member First Nations' issues and development.

WORKING CONDITIONS

Physical Demands

The Director will travel throughout the region in all weather. They may have to lift, carry and manage equipment and supplies. The Director may have to work odd or long hours at a time to complete special requests or projects. The Director may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The Director may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The Director may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches. The office may be noisy and busy making it difficult for the Director to concentrate.

Mental Demands

The Director will have to manage a number of requests and projects at one time. They must be aware of all Tribal Council business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> CEO's Signature Date	
I approve the delegation of responsibilities outlined herein.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.