

Position Profile

Chief Financial Officer

Reports To: Chief Executive Officer

Date: November 2023

ABOUT THE ORGANIZATION

The organization is a First Nations entity in Manitoba, Canada.

ABOUT THE CHIEF FINANCIAL OFFICER

The Chief Financial Officer (CFO) is responsible for managing the overall financial position of the organization and providing leadership and strategic direction for the company's short- and long-term objectives. This role is responsible for proactively managing reporting and forecasting and the overall direction of the accounting and financial analysis of the operations. Reporting to the Chief Executive Officer, the CFO will guide the organization in achieving business objectives and interpret and recommend improvements to influence operational decision-making so that management can make a more proactive assessment of potential financial risks. The CFO develops the financial well-being of the organization by providing financial projections and accounting services, preparing growth plans, and directing staff.

The CFO will be the Chief Executive Officer's key business partner in managing the financial aspects of the day-to-day business operations and a key member of the Executive team, supporting the execution of the strategy and ensuring the business and functional areas can deliver their priorities and within budget.

KEY LEADERSHIP ACCOUNTABILITIES

Strategic Financial Planning

- Provide financial strategies to guide the organization in achieving business objectives
- Act as a resource and aid to the Chief Executive Officer with respect to financial information, issues, and reports
- In collaboration with the senior management team, bring financial-specific issues to the planning table and develop a practical strategic plan clearly defining and describing the vision and mandate of its strategic directions and operational priorities
- Plan financial operational strategies by forecasting capital, identifying monetary resources, and developing action plans

- Develop, direct, and provide financial analysis of operations by evaluating trends, studying revenue opportunities, establishing critical measurements, accumulating resources, and resolving problems
- Develop financial performance for annual budgeting, forecasting, business planning, project reporting, audits, and cost control
- Recommend new practices and/or innovative opportunities in alignment with summary budgeting and financial reporting
- Ensure the effective performance of all team members within the department through the effective establishment, communication, and measurement of performance expectations

Operational Performance Measurement

- Provide management oversight of the day-to-day operational accounting and finances of the organization
- Translate the strategic and business plans for financial planning and accounting into operational plans
- Maintain effective and efficient accounting systems, processes, and practices based on recognized accounting principles, policies, procedures
- Establish monthly reporting, annual forecasting/budgeting, project reporting, and key performance indicators (KPIs) for management review
- Develop and approve organization-wide policies and procedures and ensure data and information are brought forward to inform the development of financial, procurement, security, and risk management policies
- Assess and evaluate the financial performance of the organization regarding long-term operational goals, budgets, and forecasts
- Provide the Chief Executive Officer with historical, current, and future projected information and analysis about organizational performance
- Provide advice and guidance to the Chief Executive Officer about areas of concern and opportunities for improvement
- Communicate, engage, and interact with internal and external stakeholders and maintain relationships with consultants, auditors, and financial institutions

EDUCATION AND EXPERIENCE REQUIREMENTS

The successful candidate will have a post-secondary degree in finance or business with a Chartered Professional Accountant (CPA) designation, complemented by 5 to 10 years working in a senior role leading the finance function. An equivalent combination of education and experience will be considered.

- Entrepreneurial and strategic business sense, progressive and forward thinker who excels in a fast-paced environment
- Ability to plan, organize and lead the implementation of plans and processes
- Strong project management experience with the ability to develop, monitor, and evaluate multiple projects with multiple deliverables and deadlines

- Must also demonstrate the following skills through past relevant leadership and management experience: strategic financial stewardship of company resources; exceptional financial planning, analysis, and reporting; organization, time management, and problem-solving; operational performance measurements and improvement
- Understanding of government funding agreements would be an asset
- Strong interpersonal skills and the proven ability to provide leadership to a team and to work in a team environment
- Excellent written and oral communication, presentation, and negotiation skills
- Demonstrated capacity to think strategically with expertise in complex problem solving, decision making, and critical thinking skills; displays good judgment

The CFO must have a “can-do” attitude, and a self-directed, highly motivated, influential, and results-driven approach to work and managing people and projects. The ideal candidate will thrive in a fast-paced and evolving environment at the executive level.

We ask those individuals with an interest in further exploring this exciting opportunity to contact:

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