



## Position Profile

### Director of Finance

**Reports To:** Chief Administrative Officer

**Organization:** Tsq'escen' First Nation

**Date:** September 2025

## ABOUT TSQ'ESCEŃ FIRST NATION

Tsq'escen' First Nation is a politically and financially independent, healthy community, deeply rooted in Secwepemc tradition and culture. The Nation's foundation lies in its cultural traditions, language, and spirituality. Education, family, accountability, equality, community involvement, respect for others and the environment, and self-determination are very important values they hold as a Nation. Formerly known as the Canim Lake Band, Tsq'escen' First Nation takes pride in its accomplishments while supporting and encouraging both individual achievements and collective growth and wellbeing. The Nation is committed to building a healthy, sustainable community and firmly believes in the leadership of its people.

### Tsq'escen' First Nation's Values

*Xyemsteten re Secwepemc7ulecw, ell re Secwepemc*

I honour the Secwepemc Territory and Secwepemc People

*Me7 xyemstwecw-kp*

Respect one Another

*Me7 knucwentwecw-kp*

Help one another

*Me7 yegwyuwt-k ell me7 yegwyuwt ke7 pusmen*

Keep healthy and strong in body and mind

*Me7 tsexemstec te7 syecwmenstut ell ta7 me7 stunc k swet re syecwmintst*

Know how to take care of yourself

*Md7 elkstemc re7 s7elkst re sle7s xwexweyt re swet*

Do your share of the work for the good of all

*Me7 yecwmentwec-kt ta7 ke swet mes t'icwells*

Care for the good of all; cooperate

*Secwepemc-kt ell kweselnews-kt*

We are Secwepemc and we are all inter-related



## ABOUT THE DIRECTOR OF FINANCE

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Reporting to the CAO, the Director of Finance is accountable for the overall financial and accounting planning and practices of Tsq̓ésceñ First Nation. The Director is responsible for providing in-depth analysis and strategic recommendations on all financial operations, delivering effective financial leadership and expert advice to the Chief, Council, and senior management, and ensuring alignment with Tsq̓ésceñ First Nation's goals. The Director of Finance oversees budgeting, financial reporting, and risk management, while fostering a culture of transparency and accountability to ensure the financial stability and growth of Tsq̓ésceñ First Nation.

## KEY LEADERSHIP ACCOUNTABILITIES

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### Strategic Financial Planning

- Direct and oversee the financial administration and planning for Tsq̓ésceñ First Nation, including but not limited to the development, implementation, and management of accounting systems, budget planning, and financial policies that reflect cultural values.
- Advise the Chief, Council, and directors on financial strategies, and promptly communicate any identified risks and solutions to ensure informed decision making.
- Manage purchasing, taxation, and risk management functions, including insurance, to safeguard the organization's assets and ensure compliance with provincial and federal regulations.
- Lead the development of financial strategies that align with Tsq̓ésceñ First Nation's mission and vision, ensuring long-term financial sustainability and community benefit.
- Oversee accounting systems and budget planning, ensuring alignment with strategic goals and community needs.
- Conduct short- and long-term forecasting and strategic planning to identify growth and profit opportunities to support sustainable developments for Tsq̓ésceñ First Nation.
- Manage grant funding and funding opportunities, ensuring compliance and maximizing financial support for community projects and programs.
- Foster relationships with community members, lending institutions, shareholders, and the financial community to ensure financial decisions align with Tsq̓ésceñ First Nation's organizational and community needs.
- Develop and implement financial contingency plans to address potential economic challenges or emergencies.
- Collaborate with other indigenous organizations and government bodies to enhance funding and resource sharing.



## Financial Reporting

- Manage the functional areas of financial reporting, budgeting, forecasting, treasury, tax compliance, investor relations, and audit management information.
- Prepare and oversee the creation of profit and loss statements, balance sheets, and capital budgets to assess financial performance.
- Establish appropriate internal systems to support financial and business operations consistent with Tsq̓esceñ First Nation growth and reporting requirements.
- Review and monitor Tsq̓esceñ First Nation's financial position, creating and distributing reports on financial stability, liquidity, and growth.
- Direct and coordinate the establishment and maintenance of budget programs, ensuring adherence to financial goals and governance.
- Manage the preparation and issuance of the annual report and oversee tax reporting programs.
- Lead the implementation of financial technology systems to improve efficiency in operations and reporting.

## Supervisory

- Supervise finance department managers.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Oversee all aspects of team management, including interviewing, hiring, onboarding, and training staff; planning, assigning, and directing work; evaluating performance; recognizing achievements and addressing disciplinary matters; and effectively handling employee concerns and resolving workplace issues.
- Hire, train, supervise, and develop accounting managers, fostering a collaborative team environment while managing schedules and workflow.
- Provide day-to-day guidance, monitor performance and implement corrective actions as needed.
- Stay up to date with team activities, taking corrective measures to address them.
- Provide ongoing guidance and oversight to the team by continuously monitoring performance, staying informed of team activities, and implementing timely corrective actions to address issues as they arise.
- Delegate and perform other related duties as assigned by senior management to ensure responsiveness to the organization's evolving needs.
- Provide CAO coverage when required for vacations and absences etc.

## EDUCATION AND EXPERIENCE REQUIREMENTS

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A post-secondary degree in finance or business, along with a Chartered Professional Accountant (CPA) designation, complemented by five to ten years of experience in a senior role leading the finance function is required. An equivalent combination of education and relevant work experience will also be considered. Proficiency in the following areas is desired.

- Working knowledge of forecasting and financial reports.
- Demonstrated ability to interpret economic conditions and anticipate the impact on the team.
- Working knowledge of data collection, data analysis, evaluation, and scientific methods.



- Proven leadership and business acumen skills.
- Demonstrated ability to supervise and motivate subordinates.
- Commitment to excellence and high standards.
- Excellent written and verbal communication skills.
- Good judgement with the ability to make timely and sound decisions.
- Ability to direct and recommend cost-effective creative solutions.
- Ability to work with all levels of management.
- Strong organizational skills; able to manage priorities and workflow.

## SUCCESS TRAITS

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### Strategic Thinking

Develop strategies to achieve organizational goals; understand organization's strengths & weaknesses; analyze market and competition; identifies external threats and opportunities; adapts strategy to changing conditions. Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

### Visionary Leadership

Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to peers and subordinates. Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

### Teamwork

Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; builds morale and group commitments to goals and objectives; supports everyone's efforts to succeed. Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; is available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; solicits and applies customer feedback (internal and external); fosters quality focus in others; improves processes, products and services; continually works to improve supervisory skills.

### Business Acumen

Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs workflows and procedures. Generates creative solutions; translates concepts and information into images; uses feedback to modify designs; applies design principles; demonstrates attention to detail. Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

### Planning & Organizing

Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and within budget; manages project team activities. Develops workable implementation plans; communicates changes



effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results. Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness. Delegates work assignments; matches responsibilities to the appropriate person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results. Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

### **Problem Solving**

Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics. Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments. Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

### **Quality & Quantity**

Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals. Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality. Meets productivity standards; completes work in a timely manner; strives to increase productivity; works quickly.

### **Communication**

Speaks clearly and persuasively in positive and negative situations; listens and seeks clarification; responds well to questions; demonstrates group presentation skills; participates actively in meetings. Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; can read and interpret written information. Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

### **Diversity & Ethics**

Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; builds a diverse workforce. Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values. Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

We ask those individuals with an interest in further exploring this exciting opportunity to contact: Kam Ketler by email at [kam.ketler@mnp.ca](mailto:kam.ketler@mnp.ca). Please submit your application through MNP's official process and avoid making speculative approaches to Tsq̓ésceñ First Nation or its staff members, as such approaches will not support your application.