



## Ta'an Kwäch'än Council

<b>A</b>	<b><u>Position Title:</u></b>	<b>Finance Manager</b>
	<b><u>Department:</u></b>	Finance Department
	<b><u>Supervisor:</u></b>	Executive Director
	<b><u>Date:</u></b>	January 2021
	<b><u>Status</u></b>	Regular Full-time

### **B** **Job Summary:**

Reporting to the Executive Director, the Manager of Finance is responsible for the development, implementation, and review of Ta'an Kwach'an Council (TKC) financial systems in order to promote good government for TKC.

The Manager is responsible for the overall financial management of the government, the supervision of the revenues and expenditures of the TKC, all matters relating to the implementation of the financial management policy of the TKC and plays a key role in establishing and fulfilling the Department's mandate: *to provide efficient, effective and quality financial services on a timely basis to the TKC and its entities in order to ensure financial accountability to the TKC and its citizens.*

This mandate includes achieving goals as identified in the TKC Strategic Plan, as outlined in the TKC Constitution and the Financial Administration Act. In particular, the main focus for all departmental activities, programs and services shall be to *“establish a responsible, balanced and accountable governing body for the Ta'an Kwäch'än”,* and to help with aspects of the economic development goal *“to establish and sustain a diverse and stable economy which will generate prosperity and financial independence”.*

### **C** **Main Duties:**

- Provides technical expertise to all areas of departmental operations.
- Ensures the proper collection, receipt, recording and disposition of public money and ensures proper authority exists for disbursement of public money.
- Establishes and maintains the methods by which the accounts of the TKC are to be kept and the methods by which any senior manager or other person shall account for public money that comes into his or her hands.
- Ensures the development of key financial areas in the department, including payroll, accounting support, accounts payable, accounts receivable, taxation and funding arrangements, financial reporting, budgeting, asset management, investment, and treasury.

- Plans, re-designs, modifies, and otherwise improves financial operations within TKC.
- Provides financial accounting services for all areas of TKC government, including development corporation(s), land claim compensation investments, TKC government and administration.
- Evaluates the accounting and financial management systems of all TKC and, as necessary, recommends improvements to the Senior Management Committee or the Council.
- Supervises implementation of financial systems by personnel responsible.
- Approves cash flow requests, signs off various paperwork for financial systems and other documents prior to signing by Executive all as per policy and procedure.
- Ensures financial control systems are working in all areas of operations (i.e. travel claims, ensures proper usage of P.O.s, any extraordinary cash advances, cheque requisitions).
- Responsible for preparation and updates of budgets, development and management of finance policy and procedure, in consultation with Senior Managers.
- Ensures compliance with Council-Approved budget and discuss Budget compliance results with department managers on a quarterly basis.
- Informs Department Managers of budget variances as they occur and provides variance reporting to the Managers, executive and legislative branches.
- Ensures that salary adjustments due to promotions, salary increments are properly implemented.
- Responsible for purchase and upgrading of program software annually.
- Input on various legislation i.e. Finance and Administration Act, Tax Act.
- To represent TKC at meetings associated with tax tables and act as chair of the Financial Investment Committee.
- Advises and ensures that computer systems and networking for finance are properly installed, running, maintained, and securely operated.
- Ensures an efficient and effective office layout, workflow, and work atmosphere, in order to provide for a secure, productive and teamwork atmosphere.
- Assists Department Managers, Executive Director, Legislators and Executive in preparing financial budgets, proposals, reports and in understanding the financial systems of TKC.
- Co-ordinates annual audit requirements, ensuring the design of financial reporting statements are in a format that builds community empowerment and follows the strategic plan.
- Implements, controls, reviews, and makes recommendations on financial control systems.
- Approves all purchase orders and ensures the purchase orders are consistent with Council-Approved Budget.
- Approves all disbursements and ensures each disbursement is supported by approved purchase order and appropriate supporting documentation.
- Ensures provision of training, coaching, mentoring and other assistance to finance staff to build capacity and ensure there are adequately trained staff to implement all financial systems for the TKC government, development corporation(s) and any other TKC entities financially administered through the TKC offices,
- Prepares Finance department summary work-plans, training plans, and input into strategic plans.

- Provides for staff development, by supervising a full complement of staff activities include sitting on hiring committee, assisting in orientation and training needs assessment, ensuring training leave and operational requirements are met, conducting performance evaluations with department employees, recommending salary adjustments and further training, etc.
- Generally, ensures financial excellence in government.

The Manager of Finance also advises the Executive and Management Team on the need to plan, budget, financial policy and procedures and regulations concerning financial operations of TKC. In doing so the Manager of Finance will analyze self-government powers in the context of legislative requirements and devolution of federal and territorial government funding programs.

Finally, as a team member of the Management Team, the Manager of Finance participates in the efficient and effective operation of the Management Team, which governs the administration activities of TKC. The key activities of the Management Team include; preparing and reviewing budgets; preparing work-plans, policies, procedures and laws for the TKC; and ensuring that all activities and efforts of the Management Team reflect the direction of the Strategic Plan.

### **Routine Duties:**

#### **Daily**

- Provide direction to Finance department.
- Meet with department staff regarding finances and provide guidance and supervision to Finance staff.
- Ensure orderly operations within the Finance department.
- Management of TKC Finance budget and work-plans.
- Attend to mail and messages; implement daily work-plan; do P.O.'s and fill out any other staff forms; attend meetings, do briefing notes, etc.

#### **Weekly**

- Attend Board meetings when directed (ensure materials are prepared, and assist/provide expertise where requested).
- Participate in Management Team meetings as a team member (Manager of Finance, report preparation for agenda items, etc.).
- Attend briefing with Chief and Deputy Chief//Designate.
- Sign off timesheets for finance staff.
- Routine weekly financial procedures.

#### **Monthly**

- Direct Budgets/Financial Statement review, focusing on variance reporting.
- Prepare financial statements for quarterly activity review (programs & projects).
- Assist where necessary in preparation of Council, General Assembly and community meetings.

#### **Yearly**

- Assist in Strategic Planning regarding financials.
- Responsible for Annual Budget Development (budget estimates) with other Managers.

- Assist in preparing annual department budgets and work-plans for Finance.
- Assist in preparing annual staff ITP's (individual training plans) in conjunction with Annual Performance Evaluation.
- Assist in preparing Annual Department Training Plan.
- Assist in preparing Annual activity report (reporting on programs and projects, mandate, objectives, strategies and goals, budget, opportunities and threats, strengths and weaknesses, staff development, etc.).
- Conduct staff performance evaluations for Finance staff.
- Prepare for and attend any annual professional development activities (i.e. think tank, planning workshops) when required.
- Assist in work teams to develop legislation, policy, regulation, standards, procedures.
- Prepare year end financials for all departments annual audit.

**Other Job Duties:**

- Oversees the preparation and review of T4, T4A and summaries.
- Tracks financials of projects.
- Assist with inquiries in the absence of Managers on a temporary basis.
- Other related duties.

**D Impact / Accountability:**

This position is accountable for the efficient and effective financial operation of the TKC Finance department and Government. The success of this position has a direct impact on the financial reputation of TKC, and on the overall efficiency and effectiveness of self-government financial systems. These are the financial systems that provide for accurate billing, timely remittances and payments, cash management, financial position, and investment knowledge.

This will contribute to the over-all mission of TKC to *“provide, promote, protect and sustain a healthy and strong lifestyle for our Citizens and future generations consistent with the traditional values of the TKC as practised today, through governing our natural, human and financial resources effectively”*.

**E. Decision Making:**

Objectives for this position are developed in conjunction with the Management Team and the Chief but are approved by the General Council through the annual strategic planning and budgetary process.

The Manager of Finance is responsible for managing all aspects of the department within policy, and as provided for in the TKC Constitution and any TKC laws (i.e. Finance and Administration Act). The Manager of Finance is responsible for ensuring all departments understand and follow the financial systems in place or under development.

**F. Key Personal Contacts and Nature of Contacts:**

Who	Why
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Elders	Tracking budget of Elder's Council
TKC Public	Help create awareness of financial systems and how they improve government operations.
General Assembly	To report on budgets, financial statements, financial systems, variance reporting and the overall financial health of TKC.
Council	To report to on financials and TKC budgets.
Chief/Deputy Chief	Exchange information regarding financial budgets.
Management Team	To obtain and exchange information, provide advice on financial systems and budgets.
Executive Director	Receive direction from and Information exchange on TKC financials.
Staff	To provide guidance and supervision to finance staff; provide advice and direction.
Officials of Gov't.	Negotiate and/or lobby on behalf of TKC First Nation on financial issues.
F.N. Organisations	To provide and exchange information. Negotiate on behalf of TKC on various financial issues.

**G Positions to Supervise:**

- Assistant Finance Manager
- Finance Officer
- Accounts Payable Clerk
- Payroll and Benefits Officer
- Summer Students

**H Working Conditions:**

This position is in a normal office environment. The incumbent may be working with Managers in high-pressure situations and will work in an environment characterised by rapid change. Overtime and varying work hours will be necessary as required.

The Finance Manager may experience stress, due to the intense activity and interaction with staff, Managers, Chief and Council, the Elders, Government officials, and TKC citizens. Critical situations requiring a lot of mental effort may be experienced when problem-solving difficult tasks and from dealing with people problems.

## I **Qualifications:**

### Education & Experience:

- Degree in Business Administration with a specialization in Finance, or certification by a recognised accounting body (CMA, CGA, CA), or the full equivalent in education and experience.
- Ability to give presentations to Council, General Assembly, Community Meetings, etc. regarding financial results and issues.
- Knowledge of applicable acts, policies and regulations applying to taxation (income tax, GST, corporate tax, property tax), investments, compensation, payroll and all finance matters.
- Experience and/or knowledge of economic development (Investment) review and analysis.
- Experience with budget preparation, budget to actual analysis, and reporting.
- Ability to provide guidance and supervision to staff, resolve conflict situations, problem solve and work co-operatively and facilitate the development of a team environment in the Finance department.
- Ability to utilize computer accounting/financial systems such as ACCPAC, Simply Accounting, etc., Excel and Word software is required.
- Awareness of First Nation Government (land claim and self-government agreements, TKC Constitution), and social issues affecting First Nations.
- Awareness of TKC history, culture, language, demographics, goals, and aspirations.
- Strong financial analysis skills and excellent staff management skills is a must.

### **Specific Skills:**

#### a) Technical Skills:

- Research skills.
- ACCPACC proficiency and associated computer skills required to manage a computerised and networked financial reporting system, including data input, file transfers, backups, reports, programming.
- Policy and procedure development skills; reading and interpreting acts, regulations, standards, etc.
- Report writing, letter writing skills.
- Spreadsheets, Excel, PowerPoint.

#### b) Office Equipment Skills:

- Ability to operate computer (E-mail, word-processing, spreadsheet, database), telephone, fax, photocopier, calculator.

#### c) Management Skills:

- Strong financial analysis skills
- Administrative management skills (time management; planning/organizing/ implementing/controlling/reviewing; budget development/management, staff administration).
- Supervisory skills.
- Planning and development skills (work-planning, budget management, financial systems for “good government”)

- Organisational development skills (articulating strategy, team management and development, building corporate memory).
- Training skills.

d) Interpersonal Skills:

- Excellent staff management skills.
- Conflict resolution and mediation skills.
- Ability to foster trust, acceptance and interest within staff, management, leadership and at the community level.
- Presentation skills.
- Co-ordination and facilitation skills.
- Motivational skills.
- Communication skills, oral/written.

**J Personal Suitability:**

This position requires an individual who can understand how to set up and run the overall financial management of a government. Within that task, the individual needs to be able to work with a variety of staff, managers, leadership, Elders, community members, other organizations in a manner that promotes teamwork, positive thinking, capacity development, community understanding and general growth. The individual must be a healthy person, able to set aside personal opinions and family background, to manage in a professional manner.

**K CONDITIONS OF EMPLOYMENT:**

- Oath of allegiance and secrecy,
- Conflict of interest declaration,
- Valid drivers' license
- Security Clearance
- other \_\_\_\_\_.

**L Position Approval:**

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position.

\_\_\_\_\_  
Chief/Deputy Chief

\_\_\_\_\_  
Date

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position.

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

I have read the position description and understand that it is a general description of the duties assigned to the position occupied by me.

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

UNDER REVIEW