



**Title of Job:** Finance Director

## Position Description:

The NIFSC is seeking a Finance Director to oversee all financial aspects of business and drive the organization's financial strategy and planning. The role requires a broad knowledge to all accounting, financial and business principles.

## Key Areas of Responsibility:

- > Driving the financial planning of the company by analyzing its performance and risks
- > Retaining constant awareness of the company's financial position and acting to prevent problems
- > Setting up and overseeing the company's finance IT system
- > Overseeing all audit and internal control operations
- > Preparing timely and detailed reports on financial performance on a quarterly and annual basis
- > Conducting analysis to make forecasts and report to upper executives
- > Ensuring adherence to financial laws and guidelines
- > All other duties

## Core Required Competencies:

- > Proven experience as director of finance or similar role
- > Experience working in non-profit organizations
- > In-depth knowledge of corporate finance and accounting principles, laws and best practices
- > Solid knowledge of financial analysis and forecasting
- > Proficient in the use of MS Office and financial management software
- > An analytical mind with a strategic ability
- > Excellent organizational and leadership skills
- > Outstanding communication and interpersonal abilities

## Minimum Education, Certification and Experience:

- > At least five (5) years of demonstrated achievements in a finance director within the public sector, preferably public safety.
- > BSc/BA in Accounting, Finance, or relevant field; MSc/MA is an asset
- > CPA or other relevant qualification
- > Knowledge and experience working in Indigenous environments.
- > Experience working with federal government programs and funding policies

## Work Environment:

- > Flexible work schedule
- > Remote, work from home
- > Contract or Term Employee for one year contract





National Indigenous  
Fire Safety Council Project  
Projet du conseil national  
autochtone de la sécurité-incendie

# Finance Director

Please apply by email to [HR@indigenousfiresafety.ca](mailto:HR@indigenousfiresafety.ca)

## Closing Date:

The candidate will be selected from qualified applicants. Posting will close April 28, 2022 but may be extended if not filled.  
The desired start date is May 2, 2022.

## How to Apply:

Please respond with any questions. Applications must include a resume and can be submitted by email to [HR@indigenousfiresafety.ca](mailto:HR@indigenousfiresafety.ca).

*AFAC is an equal opportunity organization and encourages Expression of Interests responses from any community.*

