



First Nations  
**FINANCIAL  
MANAGEMENT  
BOARD**

**CONSEIL  
DE GESTION  
FINANCIÈRE** des  
Premières Nations

Job Description

**QUALITY ASSURANCE MANAGER**

December 2021

## Position Overview

Reporting to the Director of Capacity Development, the Quality Assurance Manager develops, updates, and manages client tools and templates related to financial management system (“FMS”) certification and in compliance with the current Financial Administration Law (“FAL”) and FMS Standards.

## Accountabilities

- Assures quality of all client-facing tools, templates, training resources, educational material, and promotional material;
- Develops content for FMS workshops, webinars and courses including the on-site regional delivery that involves publicity and registration, budget management, venue selection and organization, and video recording (where appropriate);
- Develops instructional materials by coordinating multiple learning resources and delivery channels including AFOA, CPA Canada, Simon Fraser University, Ch’nook Indigenous Business Education, First Nations Technology Council, and the Federation of Canadian Municipalities;
- Delivers specific on-site or regional educational and awareness workshops;
- Delivers presentations and coordinates FMB presence at national and regional conferences;
- Oversees and keeps up to date the Capacity Development (“CD”) areas of FMB’s website, in collaboration with the Digital Media Specialist, and the FMB’s records management system (HPRM), including the CD tools and templates; the CD information and events sections; CD presentations; and the CD educational videos;
- Communicates and disseminates new or updated tools, templates, workshops, webinars to clients and other FMB stakeholders;
- Supports the CD team in their work with clients to achieve FMS certification. Including facilitating, enabling, motivating, educating, and taking the form of:
  - Completing the final file reviews before transition to the Director of Capacity Development and Intervention;
  - Providing feedback to the Manager and the Director of Capacity Development and Intervention after review of transition documents;
  - Updating/improving the financial management system readiness assessment
  - Updating/improving the FMS certification work plan template;
  - Providing guidance through tools, templates, and content development in relation to the First Nations Fiscal Management Act, FMB standards, 10-year grants and any resource materials provided.
- Reviews, evaluates, and improves capacity building resources;
- Manages and develops relationships with third party contractors, external researchers, and academic institutions to conduct the development and facilitation of delivery mechanisms for FMB training courses with educational institutions, Indigenous organizations and other stakeholders;
- Provides monthly and quarterly reports to the Manager on progress against performance goals;
- Manages the activities and performance of any direct report employees and contractors.

## Qualifications

- University Degree in Business Administration, Science, or a relevant discipline – CPA preferred;
- Five (5) years of progressive experience in a quality assurance Manager or relevant role, including, but not limited to, experience in areas such as process development and review, project management, risk management, and the design and implementation of quality management programs.
- Training and knowledge of Six Sigma techniques and Lean Manufacturing a strong asset;
- Direct knowledge of Quality Assurance methodologies and standards;
- Ability to create and review technical documentation, including project plans, test procedures, and design documents;
- Able to develop, review, and maintain metrics and quality audits;
- Practical experience with risk management, product testing, capability studies, and control plans;
- Excellent numerical skills and understanding of data analysis/statistical methods
- Good working knowledge of MS Office and databases;
- Must have an understanding, awareness and appreciation of Indigenous culture and history;
- Must be fluent in English (spoken and written); Fluency in French an asset.

An equivalent combination of education and experience may be considered.

## Work Conditions

- This position is based out of one of five FMB offices across Canada; remote working may be an option;
- May require national travel.

## What we offer:

- We offer a range of benefits to employees, including:
- Salary and annual bonus eligibility
- Work-life balance
- Employer paid extended benefits (life insurance, disability, medical and dental)
- Matching contribution in a group RRSP
- Professional Development & career growth opportunities

FMB is an equal opportunity employer that recognizes and celebrates the diversity of all First Nations and people across Canada. We are an inclusive organization that treats all employees equally. As a First Nations Organization, applicants of Indigenous descent are highly encouraged to apply.

**Apply on our FMB website** <https://fnfmb.com/en/about-fmb/careers>