

Position Overview

Reporting to the Senior Manager, Capacity Development, the Manager of Capacity Development is accountable for supporting First Nation clients during the financial management system (“FMS”) pre-certification phase and the 10-yr grant eligibility phase by managing all capacity development activities and engagements to secure client FMS certifications and to continue that support following FMS certification. The Manager of Capacity Development also provides support to assigned First Nations regarding the interpretation and implementation of the FMB’s standards.

Accountabilities

- Develop relationships with assigned clients that have an approved Financial Administration Law (FAL) to promote, build trust and secure buy-in to implement their FAL and ultimately prepare for FMS certification;
- Support First Nation FAL clients to achieve FMS certification. "Support" in this context means facilitating, empowering, motivating, educating, and may take the form of:
 - facilitating the completion of a financial management system readiness assessment;
 - assisting with the identification of priorities and the preparation and maintenance of a work plan;
 - providing guidance and interpretation in relation to the First Nations Fiscal Management Act, FMB standards, and any resource materials provided;
 - development of policies and procedures within the Financial Management System, including policy review/drafting, training and implementation support;
 - delivery of capacity development resources (in-person and/or remotely), including on-site or regional educational and awareness workshops and/or training on specific tools/templates and/or assisting in the development of client specific tools/job aides/workshops;
 - providing guidance and direction to facilitate preparation for the FMS certification review;
 - assisting First Nations with a 10 year grant to prepare for a review of the 10 year grant agreed upon procedures;
 - providing additional supports and/or collaborating with third party consultants to build capacity of First Nations required to achieve FMS certification;
 - maintaining a balance between working at the client’s pace on their identified priority areas with facilitating movement towards FMS certification;
 - referring Nations to specialized services where applicable; follow-up progress monitoring and providing encouragement.
- Assist First Nations in promoting the change management principles required to achieve FMS certification;
- Assist with the development of capacity building resources, such as internal control tools and templates, webinars, tutorials, workshops and a roster of third-party contacts and resources, all which will assist clients in achieving FMS certification;
- Work with internal and external stakeholders to identify and assist with the implementation of leading practice capacity development delivery methods;

- Develop relationships with third party contractors, external researchers and academic institutions including AFOA Canada to conduct the development and facilitation of delivery mechanisms for FMB training courses with educational institutions, Aboriginal organizations and other stakeholders;
- Continue to work with clients after they achieve FMS certification to provide post-certification support; and
Where appropriate, deliver presentations and coordinate FMB presence at national and regional conference.

Qualifications

- A Degree in Finance, Accounting, Economics, or another business-related field;
- A professional accounting designation (CPA);
- Minimum of five years of experience in:
 - planning and conducting internal or external audits of internal control over financial reporting or similar; and/or
 - involvement in planning, monitoring and reporting activities (eg. Budgeting, strategic planning, variance reporting, financial statement preparation, etc); and/or
 - managing all aspects of funding agreements (grant/proposal writing; policy writing; facilitation of deliverables; monitoring/reporting) and/or internal controls relevant to all aspects of a financial management system
- Knowledge and understanding of First Nations and Indigenous governments and organizations;
- Knowledge of First Nations-related intervention policies, procedures and practices;
- Superior communication skills and an excellent command of written and spoken English. French language skills considered an asset;
- Ability to facilitate the implementation of approved finance, governance, human resources and information management policies (including reviewing existing policies in comparison to FMS Standards and FMB sample policies to provide recommended updates, completing line by line reviews with clients; assisting with presentations and/or training to Council and staff; support the full implementation of all policies; etc.)
- Ability to think strategically and creatively and to work effectively in a fast-paced environment;
- Proven experience in being hard working, diligent, mature, business-focused, detailed without losing sight of the larger picture and operationally engaged;
- Ability to encourage and engage clients to build confidence, capacity and desire to ultimately achieve FMS certification;
- Experience with Microsoft Office Suite including an advanced proficiency with Excel spreadsheets;
- Willing to travel including to remote locations;
- Willing and able to work outside of regular business hours.

Equivalent or relevant education and/or experience may be considered.

Competencies

Communication

- Excellent interpersonal and communications skills with the ability to develop positive relationships with First Nations clients and work collaboratively with a team;

Political Savvy

- Exhibit confidence and professional diplomacy, while effectively relating to people at all levels internally and externally.

- Uses knowledge of the organizational culture in making decisions and perceives the impact and implications of such decisions.
- Demonstrates sensitivity to surroundings and acts accordingly in conversations.

Innovative/Initiative

- Plans work and carries out tasks without detailed instructions; makes constructive suggestions; prepares for problems or opportunities in advance; responds to situations as they arise with minimal supervision; creates novel solutions to problems;

Environmental/Cultural Awareness

- Shows commitment to the organizational vision and strategic goals by acting in accordance to organizational expectations and through having a solid understanding of the internal environment.
- Maintains self-awareness, awareness of others, and brings cultural knowledge and skills to the role.

Interpersonal

- Develops and maintains effective partnerships with others internally and externally to the organization; gaining others' support for ideas, proposals, and solutions;
- Consistently displays professionalism and confidentiality, creating a positive impression as an individual and representative of FMB.
- Maintains effective and credible working relationships with people across the organization and at all levels.

Work Conditions

- This position could be based in West Vancouver, Winnipeg, Ottawa, or Montreal; Permanent remote working may be considered;
- Requires extensive national travel.