

# Employment Opportunities



**Position:** Finance Business Partner  
**Service Area:** Siksika Treasury Department  
**Location:** Siksika Nation  
**Salary:** Based on Education and Experience  
**Date Posted:** February 18, 2024  
**Closing Date:** February 1, 2024  
**Competition Number:** STFBP-01-01-18-24

## POSITION SUMMARY:

The Finance Business Partner plays a critical role in providing financial expertise and strategic guidance to support the financial management and decision-making processes of the Siksika Nation Administration. This position serves as a trusted advisor and collaborates with various stakeholders to ensure the financial sustainability and growth of the Siksika Nation.

## DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- General finance and accounting duties as assigned by the CFO and/or Controller (e.g., financial reporting, budgeting, forecasting, analysis, Indigenous Service Canada (ISC) funding reporting, finance policies and procedures, training).
- Organizational procurement, including maintenance of contracts and the upkeep of policies and procedures.

## MINIMUM QUALIFICATIONS:

### Required Knowledge, Skills, and Abilities

- Strong knowledge of Indigenous financial management principles, government funding frameworks, and reporting requirements.
- Strong knowledge of Siksika Nation Administration Financial Administrative Law (FAL), and federal legislation applicable to First Nations.
- Proficiency in financial software and tools, as well as MS Excel for financial analysis and modeling.
- Excellent analytical skills and the ability to interpret complex financial data to provide meaningful insights and recommendations.
- Strong communication and interpersonal skills to build collaborative relationships and effectively communicate financial information to diverse stakeholders.

## Education and Experience

- Professional certifications (e.g., CPA) are preferred.
- Bachelor's degree in commerce, Finance, Accounting, Business Administration, or a related field required.
- Minimum three years' experience in financial management, budgeting, and analysis, preferably within a First Nation organization or a similar Indigenous community context required.
- Previous finance working experience within the Public Sector or large/complex non-profit.

### Other:

- Criminal Record Check Required

**EMAIL** [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) To Apply, Receive a Job Description or Employment Application form.

**CALL** 403-734-5567 or 403-734-5579 to learn more.

**WEBSITE** [www.siksikanation.com](http://www.siksikanation.com)

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.