



EMPLOYMENT OPPORTUNITY

<b>POSITION</b>	<b>Financial Advisor – Negotiations Department</b>
<b>WAGE/SALARY</b>	\$75,000 to \$80,000
<b>STATUS/CONTRACT</b>	Fulltime: Contract Position
<b>SUPERVISOR</b>	Treaty Negotiations Strategic Planner
<b>LOCATION</b>	Whitehorse – TRTFN Office and remote
<b>CLOSING DATE</b>	Open until filled

**POSITION SUMMARY**

Reporting to the Treaty Negotiations Strategic Planner, the Financial Advisor is responsible for collaborating in the preparation and reporting to governments on negotiations support, research and program implementation funding support proposals and on their implementation. The Financial Advisor is also to serve as a financial analysis, proposal preparation and reporting resource to support the Taku River Tlingit First Nation (TRTFN) Chief Administration Officer (CAO) in regard to government funding support programs provided to support other TRTFN department programs and other initiatives that support achievement of overall TRTFN nation building objectives.

**DUTIES AND RESPONSIBILITIES**

Prepares government negotiations funding support program proposal submissions and monitors and reports annually to funding suppliers on the expenditure of government Contribution Agreement program funding.

Maintains on-going liaison with the TRTFN Finance Department and with other TRTFN departmental personnel to monitor and maintain an up-to-date status of Contribution Agreement (CA) based program expenditures and reports regularly on their status at Negotiations Department meetings, highlighting expenditure trends and recommending steps as needed to ensure compliance with the parameters of the CA.

Collaborates with the TRTFN CDWAI Strategic Planner in researching and analysing available government Indigenous Government funding support programs and developing strategic approaches for consideration by the TRTFN to optimize access to available funding support sources to aid the TRTFN in meeting funding support needs during the transition of the TRTFN to self-government status and the associated access at that time to on-going significant levels of multi-year block funding support.

Provides financial analysis and government funding program project proposal development support to the TRTFN CAO for non-negotiations related existing and potential future TRTFN project funding sources.

Together with the Treaty Negotiations Strategic Planner, coordinates the work associated with integrating the proposal development, detailed reporting and overall management of the various interrelated child and family welfare-related funding program Contribution Agreement reporting requirements.

Collaborates with other Negotiations Department personnel in analysing Government of Canada self-government funding support policies and proposals and in designing the architecture and elements of the government operations support funding package(s) to be associated with initial and subsequent TRTFN Incremental Treaty and Reconciliation Agreements (ITRAs) to be negotiated by the TRTFN.

Together with the Negotiations Department Administrative Assistant, develops and implements a tracking system and associated schedule of calendar date reporting deadlines to facilitate monitoring and acting to address and achieve 100 percent performance in meeting TRTFN Contribution Agreement funding support reporting requirements.

Liases with TRTFN external accounting resources to provide information and analysis support as required regarding Negotiations funding programs to help facilitate their expeditious completion of required audited financial reports.

## **EDUCATION, SKILLS AND EXPERIENCE**

A degree in Business or Public Administration, Commerce, Financial Management or related discipline, supplemented by educational and/or professional experience and training in the “art” of report writing. This could be acquired through the acquisition of a degree in the Humanities or Social Sciences, in areas such as English, Communications, Political Science or Public Policy, Indigenous Studies or related discipline.

Prior experience working in an Indigenous Government environment would be an asset.

Professional experience in financial analysis and financial management and/or experience in the preparation and reporting on government funding programs or related programs. Experience preparing corporate or other organizational annual reports would be relevant.

Strong writing and analytical skills acquired and developed through work experience requiring report writing and the preparation of reports dealing with financial and other data.

Experience dealing with government program evaluation activities would be very relevant and an asset.

Team oriented and teamwork skills and demonstrated capacity and experience to work effectively in cross-functional and inter-organizational project teams would be an asset.

Experience working to precise deadlines and ability to manage and organize work required to meet deadlines for the submission to governments of required reports.

Ability to work independently and off-site or remotely to complete assigned work requirements.

Demonstrated planning and organizing skills.

Proficiency working with computer programs such as Excel and Word.

Reputation as a reliable and dependable worker.

## **CONDITIONS OF EMPLOYMENT**

Criminal Record Check

References

## **APPLICATION PROCESS**

To submit a resume or obtain further information contact: Email: [careers@gov.trtfn.com](mailto:careers@gov.trtfn.com) titled:

- No Phone calls will be entertained.
- We thank all those who apply but only those who are being considered will be contacted
- Preference given to Taku River Tlingit First Nation Citizens.
- We are only able to accept applications from permanent Canadian residents.