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## Senior Manager – Financial Planning & Analysis

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### Job Description

The Nlaka'pamux Nation Tribal Council (NNTC) is a governing entity of the Nlaka'pamux Nation with a mandate to protect and advance Nlaka'pamux title and rights. The NNTC has associated entities which also support this mandate. Whether a position/job is with the NNTC or an associated entity, the work is being done in the best interest of the Nlaka'pamux and the protection and advancement of Nlaka'pamux title and rights. All NNTC related employees are expected to act in a manner consistent with the mandate of NNTC which will require dedication, flexibility and a disciplined and principled approach.

#### Job Title:

- Senior Manager – Financial Planning & Analysis

#### Job Summary:

Reporting to the Senior Implementation Manager, the *Senior Manager, Financial Planning and Analysis* is responsible for supporting senior management as assigned in all aspects of financial planning and analysis. The Senior Manager, FP&A is responsible for leading specific FP&A functions including short-mid term planning, budgeting, forecasting, financial modelling and decision support for processes and initiatives.

Working closely with the NNTC leadership team, the main functions of the position include supporting the development of NNTC's annual budget and multiyear plan process, supporting monthly and quarterly financial reporting process, recommending actions, and providing effective data control and accuracy.

The position plays a key role in ensuring compliance with internal controls, policies, standards and business processes and systems. The position provides financial decision support to enable NNTC to meet its strategic objectives and goals and leads the development of policies and processes to support the effective financial management of departmental resources.

#### Hiring Entity:

- A choomEEnsh a Nlaka'pamux (ACAN)

#### Reports to:

- Senior Agreement Implementation Manager

#### Direct Reports:

- None

#### Subject to:

- Terms and conditions of the Employment Policy Manual
- Terms and Conditions of OH&S policy and legislation



- Annual Approved Budget

**Primary duties and responsibilities:***Strategic Financial Analysis:*

- Defines and uses logical and innovative approaches to evaluate and deconstruct accounting and business situations. Compiles and links analytical information, experience and insights using quantitative and qualitative reasoning skills.
- Demonstrates understanding and application of common quantitative techniques by preparing appropriate financial analysis with fact-based assumptions to enable decision making.
- Provides input into the formation of problem-solving approaches for business situations.
- Accurately analyzes a situation based on available data or information.
- Leads the problem-solving process by identifying alternatives and making recommendations.
- Consistently applies working knowledge of the organization's information systems & appropriate financial tools and systems to find, extract, and analyze data and to produce reports.
- Applies basic modelling, forecasting and planning techniques to develop forecasts with cost drivers identified and explained.
- Supports management in developing and analyzing business cases, determining the financial implications for all major decisions, ensuring value for money, return on investment, productivity and service delivery analysis, quantifying impacts on budgets and forecasts.
- Prepares materials to be presented to the Senior Management and other stakeholders as required.

*Strategic Business Partnership and Decision support:*

- Demonstrates in-depth understanding of the NNTC's objectives, immediate environment and the possible impact of events and activities; understand current role in relation to NNTC's strategic activities.
- Applies common business principles to critically evaluate and accurately perform financial analysis.
- Uses insights to influence the views of managers and provides guidance and support, supported by facts, to influence and lead business decisions.
- Lead in explaining financial concepts and analysis in non-financial terms to counterparts.
- Identify and address additional stakeholder needs as they arise.

*Planning, Budgeting, Forecasting and Performance Measurement:*

- Leads, manages, and coordinates all aspects of operating and capital budget process; works with subject matter experts to provide inputs and assumptions and manages and monitors Operating and Capital budget funding and expenditures.
- Manages and prepares monthly, quarterly, and year-end variances analysis, forecasting and reporting; presents and reviews results with general manager and department leads; works to identify significant risks, and recommends mitigation strategies and raises to management.
- Provides financial and budget management to support major project leads.
- Manages and supports the development of NNTC's multiyear financial plans and forecasts, review and validate financial assumptions and models, and identify trends that impact the NNTC's ability to meet budget targets.
- Leads and manages analysis of budgets, performance indicators, and ongoing financial results to enable strategic recommendations on corrective actions.
- Interpret and provide forecasts and analysis that link to business unit strategy and operational performance.



- Complies with and administers Finance controls, policies and procedures.

*Project Management and Process improvement:*

- Supports and manages planning process timelines and identify opportunities for continuous improvement and standardization.
- Identifies and implements opportunities for process automation/streamlining and support integration with financial reporting, capital budgeting, and long-term financial planning initiatives.
- Communicate budgeting policies and processes to colleagues and stakeholders; support planning processes improvement initiatives throughout NNTC.
- Manage FP&A projects and sub-process.
- Acts in a manner consistent with Nlaka'pamux title and rights.
- Other duties as assigned.

**Minimum Qualifications**

- Bachelor's Degree in Business Administration, Finance, or related discipline.
- Professional Accounting Designation or MBA with a combination of experience and education related to the requirements of the position.
- Minimum 8 years post designation experience in budgeting, financial analysis, forecasting, reporting, and accounting.
- Advanced financial systems experience preferably within an ERP environment - experience with financial modules of NetSuite would be an asset.
- Good working knowledge of generally accepted accounting principles as they relate to local government including PSAB.
- Advanced financial modelling and Excel skills.
- Advanced experience with preparing complex presentations and writing formal reports for senior management.
- Experience in presenting to Senior Leaders and department stakeholders.
- Advanced project management experience.
- Must be able to successfully complete a criminal record check and a credit check.

**Knowledge, Skills and Abilities:**

- Superior critical thinking skills, ability to analyze complex situations and determine appropriate course of action where there is little or no established precedents
- Ability to strategically answer complex financial questions through data analysis, modelling and creative thinking.
- Superior verbal and written communication skills, ability to communicate complex financial concepts in simple terms.
- Proven ability to work strategically with the business, build relationships, and be a trusted business partner.
- Must be able to work independently and as a member of a Finance and management team.
- Excellent organizational and project management skills with ability to manage multiple tasks with competing priorities.
- Must be able to take accountability to complete assignments and take ownership of challenges to the point of recommendation, resolution, approval and implementation.
- Ability to maintain professionalism, objectivity, confidentiality, tact and diplomacy.

**Working conditions**

- Located in Vancouver, BC with occasional travel to and from various offices and work sites



- Work outside of typical office hours to push projects to completion, may be required.
- High paced work environment