



## Request for Committee Members

### FINANCE & AUDIT COMMITTEE

Closing Date: February 28, 2021 at 4:00 p.m. local time

Fort Nelson First Nation is located 8 kilometers south of Fort Nelson, British Columbia and is an organization that is currently undergoing growth and development to achieve self-determination and economic independence.

Having enacted its Financial Administration Law under the authority of the *Fiscal Management Act*, the Nation is looking for two (2) experienced business persons to join its Finance and Audit Committee. The Finance and Audit Committee assists Council in carrying out its oversight responsibilities for financial reporting, internal control and risk management processes.

One appointment is for a three (3) year term, and one appointment is for a four (4) year term to accommodate the requirement for staggered terms as set out in the Financial Administration Law. The committee members are expected to commit to preparing for and attending a minimum of 5 committee meetings per year, and individuals may attend the meetings in person or via video conferencing. Applicants must be independent of the Nation and free of any conflict of interest.

The two (2) qualified independent committee members will provide financial and audit oversight, and the successful applicants will have demonstrated expert level knowledge, skills and abilities.

#### Required qualifications:

- The individual has more than seven (7) years of finance experience including reading and presenting financial plans and financial statements;
- The individual is not in arrears with any monies owing to Fort Nelson First Nation.
- The ability to read, understand and analyze the First Nation's annual financial statements and the notes to the financial statements;
- The ability to understand accounting policies, including any estimates used or judgments applied by management in the application of the First Nation's accounting policies, when these are explained by the First Nation's Senior Financial Officer and the auditor;
- An understanding of the First Nation's objectives and operations that may impact the selection or application of accounting policies;
- A knowledge and understanding of the strategies that have been adopted by the First Nation and the risks inherent in any new strategies; and
- An ability to understand the First Nation's risk environment.

Preferred qualifications:

- Accounting designation CPA, CA, CGA or CIA

Experience in one or more of the following areas would be an asset:

- Risk Management
- Business Analytics/Management Information Systems
- Organizational Sustainability
- First Nations Administration
- Economic Development

Compensation will be provided on a per meeting basis.

Submissions must include a cover letter and resume emailed in portable document format (PDF):

Title	Contents
Letter of Interest	The Letter of Interest should explain how you can meet the requirements outlined in the Roles & Responsibilities document.
Resume	The Resume should explain your educational background and work experience in the relevant work and should include evidence of credentials.
Three (3) Letters of Recommendation	Three letters of recommendation, of which two may have been provided within the past thirty-six (36) months, and one must be recent.

Fort Nelson First Nation Chief and Council invite interested qualified applicants to submit a letter of interest and resume by **4:00 PM** local time on **February 28, 2021** to:

Nicole Hubbell, Corporate Services Clerk by email: [nicole.hubbell@fnnation.ca](mailto:nicole.hubbell@fnnation.ca)

Please direct all enquiries and requests for information packages and clarification, via email to the above noted individual.

Documents will be examined in camera at the Council Meeting on March 09, 2021. Successful applicants will be notified by March 12, 2021.

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