Position Profile

Director of Finance

Reports To:	Chief and Council
Organization:	Gambler First Nation
Location:	Russell, Manitoba/ Brandon, Manitoba (Time of relocation, if necessary, to be determined)
Date:	September 2026

ABOUT GAMBLER FIRST NATION

Gambler First Nation (GFN) is an Ojibway First Nation located near Binscarth in southwestern Manitoba, within Treaty 4 territory. The Nation's primary reserve, Gambler 63, is situated in a rural setting along the Assiniboine Valley, offering a close-knit community environment rooted in strong cultural traditions and a deep connection to the land. GFN is one of the smaller First Nations in Manitoba, with a total registered membership of approximately 330 members, the majority of whom live off-reserve. Despite its size, the Nation maintains an active governance structure and delivers a range of programs and services to support the wellbeing of its members, both on- and off-reserve.

The Nation is a member of the West Region Tribal Council and works collaboratively with regional partners and other First Nations to advance shared priorities and access collective services. Gambler First Nation is led by an elected Chief and Council and is focused on responsible governance, community wellbeing, and sustainable administration. As Gambler First Nation continues to strengthen its organizational capacity and financial stewardship, it is committed to transparent, accountable management of its resources in support of current community needs and future generations.

ABOUT THE DIRECTOR OF FINANCE POSITION

Reporting to the Chief and Council, the Director of Finance plays a critical leadership role in supporting the financial stewardship and long-term sustainability of Gambler First Nation. This position is responsible for overseeing the Nation's financial management, reporting, budgeting, and compliance functions while providing trusted advice to Chief and Council on financial strategy and decision-making.

The Director of Finance ensures that financial practices align with legislative requirements, funding agreements, and sound governance principles, while also supporting operational leaders in managing programs and services effectively. The role balances strong technical financial expertise with a practical, community-focused approach, recognizing the unique governance, funding, and accountability environment of a First Nation organization.

As a key member of the senior leadership team, the Director of Finance contributes to organizational planning, risk management, and capacity building, and plays an important role in strengthening financial systems, controls, and reporting processes in support of transparency, accountability, and service to GFN members.

Gambler First Nation's administrative office is transitioning from Russell, Manitoba, to Brandon, Manitoba, with the move anticipated by late Fall. The Director of Finance may work remotely, with an expectation of working in the Brandon office a minimum of two days per week once the Brandon office is fully operational.

FINANCIAL AND OPERATIONAL ACCOUNTABILITIES

- Contribute to the development and execution of Gambler First Nation's strategic and operational plans by providing financial leadership, analysis, and advice that supports community priorities and long-term sustainability.
- Lead the overall finance and accounting functions, including annual budgeting and forecasting, financial planning and analysis, reporting, capital planning, audits, insurance, asset management, cost control, and related financial activities.
- Establish annual financial objectives that align with GFN's strategic priorities, funding agreements, and governance expectations.
- Translate strategic and operational plans into effective financial and accounting plans, ensuring alignment between organizational goals and day-to-day financial management.
- Review historical financial results and emerging trends, and analyze anticipated changes to inform leadership decision-making and future planning.
- Develop and maintain financial models to support long-term planning, scenario analysis, and risk-informed decision-making.
- Monitor financial performance against approved budgets, analyze variances, and provide clear, timely reporting to support discussion and informed decisions by senior leadership and Council.
- Ensure all financial reporting requirements are met, including those related to funding agreements, financial administration policies, and reporting obligations to government and other funding partners.

- Identify financial and organizational risks within a risk-management framework and design, implement, and maintain appropriate internal controls to mitigate those risks.
- Oversee the development of processes to assess and report on the overall financial and operational performance of the organization.
- Maintain effective, efficient, and compliant financial systems, processes, and practices in accordance with recognized accounting standards, policies, and procedures.
- Lead the year-end audit process, including coordination with external auditors and oversight of working papers, schedules, analyses, and supporting documentation.
- Evaluate the financial performance of the organization in relation to long-term operational goals, budgets, and forecasts, and provide strategic insights and recommendations.
- Provide Chief and Council and senior leadership with accurate, timely historical, current, and projected financial information to support governance and management decisions.
- Coordinate the development, review, and ongoing improvement of financial and administrative policies and procedures that support strong governance, accountability, and sound management practices.

EDUCATION AND EXPERIENCE REQUIREMENTS

Gambler First Nation is seeking a highly collaborative Director of Finance who values relationship-building, teamwork, and shared accountability. This role is central to supporting the Nation's long-term financial sustainability and requires the ability to work closely and respectfully with Chief and Council, the Band Manager, program leaders, staff, external partners, and community stakeholders.

The Director of Finance is expected to build, lead, and sustain a high-performing finance and administration function. Chief and Council and the organization will rely on the individual in this role for sound professional judgment, strategic financial advice, and technical expertise that supports effective governance and informed decision-making.

The ideal candidate brings experience working in First Nations or Indigenous organizational environments and understands the governance, funding, and accountability context in which First Nation governments operate.

Education

- A post-secondary degree in finance, accounting, business administration, or a related field, combined with significant progressive experience in finance, accounting, and auditing, including senior-level leadership of a finance function. An equivalent combination of education and experience will be considered.
- A professional accounting designation, such as Chartered Professional Accountant (CPA) or Certified Aboriginal Financial Manager (CAFM), is considered a strong asset.
- Required experience in First Nations or Indigenous finance, including work within a First Nation government, Indigenous organization, tribal council, or Indigenous advisory or accounting services environment.

Experience

- Demonstrated expertise in strategic financial stewardship, including budgeting, forecasting, internal controls, business planning, asset management, cost controls, and the application of generally accepted accounting principles (GAAP).
- Proven experience in financial modelling, financial analysis, cash-flow management, and the monitoring and management of investments.
- Strong working knowledge of federal and provincial legislation, public policy, and funding frameworks applicable to First Nation governments and entities.
- Proficiency with financial systems and tools or financial and reporting applications.
- Demonstrated ability to analyze complex financial data and prepare clear, accurate financial reports, statements, and long-term projections for a variety of audiences.
- A highly collaborative leadership style, with the ability to work effectively across functions and build strong, respectful working relationships throughout the organization.
- Demonstrated ability to clearly communicate financial information and concepts to leadership, Council, and staff who may not have financial expertise.
- Excellent interpersonal, written, and verbal communication skills, including presentation and negotiation skills appropriate to executive and governance-level settings.

If you are interested in learning more about this opportunity, please call or submit your resume to:

Lillian Wong, Director, Executive Search and Professional Recruitment

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