



FIRST PEOPLES'
CULTURAL COUNCIL

Finance Manager

Victoria, B.C.

Join a growing team, dedicated to revitalizing First Nations arts, languages, cultures and heritage in British Columbia. The First Peoples' Cultural Council (FPCC) is looking to fill a **FINANCE MANAGER** position to support the success and impact of our programs. This is a two (2) year term position.

Reporting to the Director of Finance, the Finance Manager manages the Finance Department at the First Peoples' Cultural Council. The Finance Manager ensures the integrity, accuracy, and timeliness of financial information, supports executive and Board decision-making and promotes long-term financial sustainability. The role oversees financial planning, budgeting, forecasting, reporting, internal controls, compliance, audit coordination and Finance team performance. If you are a dedicated and experienced professional interested in working with a great team dedicated to supporting cultural revitalization, we look forward to hearing from you!

Submissions from applicants with First Nations, Métis or Inuit ancestry are strongly encouraged to apply.

Who We Are:

The First Peoples' Cultural Council is a First Nations-governed Crown corporation with a mandate to support Indigenous arts, languages, cultures and heritage revitalization in British Columbia. You may learn more about us here: fpcc.ca/about-us

What We Offer:

- An equal opportunity, respectful and inclusive work environment
- Travel opportunities to conferences and community events
- Training and professional development opportunities to grow your career and skills
- B.C. Public Service Pension
- Dental, extended health and vision care for you and your family through Canada Life
- We value your work-life balance and family/community time

What You Will Do:

Reporting

- Manages a timetable of critical monthly, quarterly, and annual deadlines
- Oversees preparation of quarterly and annual financial statements or reports for management and the Board of Directors
- Ensures compliance with Crown Agency, funder, and statutory reporting requirements



- Prepares financial briefing materials, analysis, and narratives for executive leadership and the Board

Strategic Financial Leadership

- Leads multi-year financial planning and scenario analysis aligned with organizational priorities
- Updates the Director of Finance on financial risks, pressures, and opportunities

Budgeting and Forecasting

- Leads the annual organizational budgeting process
- Oversees quarterly forecasting and variance analysis at the organizational level

Accounts Receivable/Revenue

- Oversees revenue recognition in accordance with funding agreements
- Reviews and approves funding invoices and recoveries

Accounts Payable

- Provides management oversight of vendor payments, grants, and disbursements
- Ensures compliance with policies, internal controls, and contract terms

Contract Management

- Provides financial review of contracts and funding agreements
- Ensures compliance with financial terms across all programs

General Ledger Maintenance

- Oversees integrity of the general ledger and financial systems
- Reviews and approves key journal entries and year-end adjustments

Financial Controls and Audit

- Leads preparation for the annual external audit
- Oversees financial controls, compliance, and risk management

People Leadership

- Provides leadership, coaching, and performance management
- Builds a high-performing Finance team

General



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- Acts for the Director of Finance during absences as delegated
- Performs other related duties as required

What You Will Bring:

- Post-secondary degree in Accounting, Finance, or a related discipline. CPA designation completed or in progress, or an equivalent combination of education and experience.
- Minimum five) years of progressive finance experience, preferably in a Crown Agency, public sector, or not-for-profit environment. Experience supporting senior leadership is preferable.

Skills and Abilities That Would Help You Succeed:

- Advanced knowledge of financial accounting, budgeting, forecasting, and reporting
- Strong understanding of internal controls, audit processes, and risk management
- Strong leadership and people management skills
- Excellent written and verbal communication skills
- Ability to work with sensitive and confidential information
- Proficiency with MS Office Suite and financial systems

Working Conditions:

- All work is done in a general office environment
- May work remotely pending operational requirements
- Travel for meetings may be required
- May be required to work evenings and weekends during high volume time periods

The salary range for this position is **\$75,000 - \$82,500** based on experience and qualifications. The standard work week at FPCC is **35 hours**.

For more information about the First Peoples' Cultural Council, visit: www.fpcc.ca

Please send a resume and covering letter to: hr@fpcc.ca.

The posting will remain open until filled.

The First Peoples' Cultural Council is located in Brentwood Bay and we are grateful to have our home in the beautiful traditional unceded territory of the W̱SÁNEĆ Nation people, in the village of W̱JOLEŁP.



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FPCC values all employees and the communities we serve, and the health and safety of the work environment is a top priority. Depending on your role, FPCC reserves the right to require proof of a COVID 19 vaccination.