



HFN Group of Businesses

Huu-ay-aht First Nations Group of Businesses Job Description

Title	Chief Financial Officer (CFO)
Classification	Senior Management
Reports to	CEO
Budget Authority	
Number of direct reports	2 - Accounting Clerk, Payroll Clerk
Salary	\$145,000–\$175,000 annually, commensurate with experience, plus an attractive benefits package.

About Huu-ay-aht Group of Businesses (HGB)

The Huu-ay-aht Group of Businesses (HGB) is the economic development arm of the Huu-ay-aht First Nation, headquartered in Port Alberni, BC, with operations throughout the Nation's traditional territory on Vancouver Island's west coast (Anacla and Bamfield).

HGB manages and grows a diverse portfolio of enterprises that include forestry, fisheries, tourism, hospitality, gravel operations, and community infrastructure projects. Through these ventures, HGB supports the Nation's vision of long-term economic self-reliance, environmental stewardship, and shared prosperity.

The organization is guided by the Huu-ay-aht Sacred Principles — ʔiisaak (greater respect), ʔuuʔatuk (taking care of), and Hišuk ma cáwak (everything is one) — and is committed to sustainable growth that creates meaningful opportunities for Huu-ay-aht citizens and the broader region.

Position Summary

The Chief Financial Officer (CFO) is a key member of the executive leadership team of HGB, providing strategic financial direction, oversight, and leadership across the organization's diverse portfolio of enterprises. Based in Port Alberni, BC, the CFO plays a central role in ensuring financial integrity, organizational sustainability, and long-term economic prosperity for the HGB.

The CFO oversees all aspects of financial management — including reporting, budgeting, forecasting, investments, compliance, and risk management — while guiding the financial operations of Huu-ay-aht First Nation Management LP (HFNMLP) and its associated Limited Partnerships.

The role requires a balance of strategic vision, operational expertise, and respect for Huu-ay-aht values and governance. The CFO collaborates closely with the CEO, Board, Nation, and external partners to advance shared prosperity and sustainable growth.

While the CFO oversees all financial operations of the organization they also actively participate in various operational tasks. In this small and collaborative environment, the CFO engages directly with staff at all levels and utilizes a hands-on approach which includes tasks such as troubleshooting IT issues, collaborating with managers, managing social media and communications, attending community engagement sessions and more.

Reporting Structure

The CFO's reporting structure involves a direct line to the CEO for operational and strategic matters and a dotted line to the Board of Directors (often through the Finance and Risk Management Committee) for oversight and fiduciary responsibilities.

This dual reporting structure is crucial for balancing the CFO's role as a key member of the executive management team with their separate, vital responsibility for financial integrity and compliance to the company's owners (shareholders), which the board represents.

The direct reporting line reflects the CFO's role as the financial co-pilot and primary advisor to the CEO on all operational and strategic financial decisions.

The dotted-line relationship signifies the CFO's independent fiduciary duty to the board, which acts on behalf of the shareholders. This often involves reporting to the Audit Committee of the board.

Key Accountabilities

The CFO is accountable for:

- Providing financial leadership and strategic direction for the HGB and its associated Limited Partnerships.
- Overseeing financial reporting, budgeting, forecasting, and analysis to support informed decision-making by the CEO, Board, and Nation.
- Ensuring the integrity, transparency, and timeliness of financial information and compliance with applicable laws, policies, and funding agreements.
- Managing cash flow, capital, and financial risk to ensure organizational stability and sustainability.
- Supporting business development and investment strategies that enhance long-term value for the Nation.
- Fostering a culture of accountability, efficiency, and continuous improvement in financial operations.

Job Duties

Financial Strategy & Planning

- Develop and implement financial strategies, policies, and systems that support HGB's operational and strategic goals.
- Advise the CEO and Board on financial performance, risks, and opportunities.
- Lead long-term financial forecasting, scenario planning and investment planning for current

and future ventures.

Investments

- In conjunction with the CEO, ensure that HFNMLP and its associated LPs maintain their financial viability.
- Review and report upon the financial aspects of proposed capital investments in businesses and other ventures that may be under consideration.
- Review and report on the profitability of these businesses and other ventures.

Financial Management & Reporting

- Oversee preparation of accurate and timely financial statements and reports (monthly, quarterly and year-end) for the Board, auditors and funders.
- Ensure all financial reporting required by the Government of British Columbia and Government of Canada is completed and submitted in a timely and efficient manner.
- Coordinate and manage the annual audit process and ensure compliance with audit recommendations.
- Ensure that cash surplus to immediate requirements is managed in HGB's best interest using short-term investments and other securities.
- Monitor the financial performance of all businesses and identify areas for improvement or corrective action.
- Oversee project accounting costs to ensure appropriate capitalization / expense treatment.

Budgeting & Forecasting

- With the CEO, lead the annual budgeting process in collaboration with business unit managers.
- Prepare consolidated budgets and forecasts for HGB.
- Track performance against budgets and report on variances.
- Ensure timely steps are taken in the event that the monthly comparison indicates that there are unexplained differences between budgeted amounts and actual results at any of the businesses.

Risk & Compliance

- Identify, assess, and mitigate financial and operational risks.
- Ensure compliance with applicable financial, tax, and regulatory requirements.
- Keep current with any new requirements/changes of Federal/Provincial regulations and where appropriate apply them the HGB procedures.
- Maintain compliance with all relevant HFN acts, policies and regulations affecting financial matters.
- Maintain effective internal controls and policies.
- Ensure payroll transactions are accurately administered and reflected in accounting records.
- Manage the Finance Department's records management and file administration in accordance with approved corporate policy

Leadership & Collaboration

- Provide mentorship and direction to the finance and accounting team and other HGB managers.
- Work closely with the management team members to integrate financial management with overall business operations.

- Attend Board meetings.
- Facilitate Finance Committee (FARM) meetings by preparing briefing material in advance, establishing the communication format, recording meeting minutes etc.
- When requested, attend meetings with other representatives of Committees or Citizen's Assemblies of the Huu-ay-aht Government at which financial matters are to be discussed.
- Build relationships with external partners, auditors, banks, and stakeholders.

Operational Requirements

- Maintain a high level of professional appearance, demeanor and ethics.
- Work in a busy environment with frequent interruptions.
- Frequent travel to business sites (Bamfield), Nation office and external meetings.
- Maintain confidentiality, professionalism, and respect for Huu-ay-aht values, governance structures, and cultural protocols.
- Successful background checks, including police record check, employment verification, reference checks, and education/credential verification.

Qualifications, Experience and Skills

Qualifications:

- CPA designation and a member in good standing with the Chartered Professional Accountants of British Columbia.
- CAFM would be considered an asset.
- Master's degree in Business Administration or related field is considered an asset.
- Valid driver's license

Experience:

- Minimum of 8–10 years of progressive financial management experience, including at least 5 years in a senior leadership role.
- Experience in multi-entity or group accounting environments (e.g., holding companies, development corporations, or First Nations business groups).
- Experience working with Indigenous governments or organizations.

Skills

- Adaptable and willing to step outside traditional finance responsibilities to support the team and contribute to HGB's mission. This is not an environment for those who prefer to adhere strictly to delineated job descriptions; a proactive and flexible mindset is essential.
- Proven ability to develop, implement and manage financial systems, budgets, and controls.
- Proficiency with accounting/payroll software programs (SAGE 50).
- Proficiency with software programs such as Adobe Suite, Microsoft office, cloud based booking platforms and various virtual meeting platforms.
- Excellent research, analytical and problem-solving skills with strong attention to detail
- High level of initiative, independent judgement and problem-solving ability.
- Superior organizational skills, time management skills and ability to manage multiple projects in a fast-paced environment.
- Demonstrated ability to lead teams, manage multiple priorities, and communicate complex financial information effectively.

Chief Financial Officer
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- Ability to work within a confidential environment and with sometimes tense/stressful and often high-profile issues.
- Strong interpersonal skills and ability to communicate effectively and interact with diverse stakeholders
- Ability to clearly explain complex financial transactions and terms to citizens with varying degrees of understanding
- Ability to lead a small Finance Department team through delegation, coaching, professional development, guidance, empowerment and motivation while managing and maintaining performance at a high level.
- Knowledge of Huu-ay-aht First Nations goals and aspirations.
- Knowledge of the unique challenges facing remote communities
- Demonstrated ability to model HFN Sacred Principles: ʔiisaak (Greater Respect), ʔuuʔaʔuk (Taking Care Of), and Hišuk ma cáwak (Everything is One)

Chief Financial Officer

Date

CEO

Date



HFN Management LP

CFO Reporting Structure to CEO and Board of Directors

The Chief Financial Officer's (CFO) reporting structure involves a direct line to the CEO for operational and strategic matters and a dotted line to the Board of Directors (often through the Finance and Risk Management Committee) for oversight and fiduciary responsibilities.

This dual reporting structure is crucial for balancing the CFO's role as a key member of the executive management team with their separate, vital responsibility for financial integrity and compliance to the company's owners (shareholders), which the board represents.

CFO Reporting to the CEO (Direct Line)

The direct reporting line reflects the CFO's role as the financial co-pilot and primary advisor to the CEO on all operational and strategic financial decisions.

Key Reporting Focus: Strategy and Operations

- Financial Planning & Analysis (FP&A): Providing the CEO with real-time and detailed analysis of performance against budget, forecasts, and strategic goals.
- Operational Health: Reporting on key metrics like cash flow, working capital, cost structures, and departmental performance to identify areas for improvement or investment.
- Strategic Initiatives: Working closely on mergers, acquisitions, large capital expenditures, and funding strategies, providing financial rationale and risk assessment.
- Communication: Regular, often daily or weekly, communication covering the operational details required to manage the business effectively. Communication is generally action-oriented and focused on immediate decision-making.

CEO's Need: The CEO primarily needs the CFO to provide timely, granular data and strategic financial insights to drive day-to-day operations and achieve the company's growth objectives.

CFO Reporting to the Board of Directors (Dotted Line)

The dotted-line relationship signifies the CFO's independent fiduciary duty to the board, which acts on behalf of the shareholders. This often involves reporting to the Audit Committee of the board.

Key Reporting Focus: Oversight, Integrity, and Risk

- Financial Integrity: Presenting and certifying the accuracy and compliance of the company's financial statements (e.g., adherence to GAAP/IFRS).
- Risk Management: Reporting on significant financial risks, internal controls, compliance with laws and regulations, and ensuring the company is properly governed from a financial perspective.

- **Long-Term Health & Strategy:** Presenting a sober and objective view of the company's long-term financial stability, capital structure, and resource allocation.
- **Communication:** Typically delivered in quarterly board and committee meetings. Communication is high-level, focused on Key Performance Indicators (KPIs), trends, risk factors, and strategic implications rather than daily operations. The board relies on the CFO for an unbiased view, which may occasionally differ from the CEO's more optimistic perspective.

Board's Need: The board primarily needs the CFO to assure them that the company's financial reporting is accurate, ethical, and compliant, and that the management team is effectively managing financial risk and capital.

Summary of Key Differences

Feature	Reporting to the CEO	Reporting to the Board/Finance and Risk Management Committee
Purpose	Operational management and strategic decision support.	Financial oversight, compliance, and governance.
Frequency	Daily, weekly, or as needed for business issues.	Quarterly (or more for committees); formal presentations.
Level of Detail	Detailed, granular data (budgets, line-item expenses, forecasts).	High-level KPIs, trends, major risks, and strategic implications.
Nature of View	Focus on performance, growth, and resource allocation.	Focus on integrity, compliance, and long-term financial health.

This dual structure emphasizes that the CFO is both a business partner to the CEO and an independent guardian of the company's financial resources and reporting for the board and shareholders.



Chief Financial Officer – Salary and Benefits

Salary

Annual Salary

\$145,000 - \$175,000 commensurate with qualifications/experience

Probationary Period

6 months

Benefits

Vacation Entitlement

Years of Continuous Service	Annual Vacation Entitlement (Work days)
Less than 1 year	Prorated 15
One (1) through Three (3)	15
Four (4) through Eight (8)	20
Nine (9) through Fourteen (14)	25
After Fifteen (15) years	30

Extended Health and Dental Benefits

After three (3) months of continuous employment

Group Life & Accidental Death & Dismemberment Insurance

After three (3) months of continuous employment

Long Term Disability Benefits

After three (3) months of continuous employment. Certain conditions may apply regarding conditions, waiting times, etc.

Pension Benefits

After three (3) months of continuous employment

The premiums of the benefits are cost shared: 65% paid by the employer and 35% paid by the employee with the employee's share deducted from their pay.