



# Pasqua FIRST NATION

**Job Title:** PFN Trust Services Manager  
**Organization:** Pasqua First Nation  
**Reports To:** Director of Operations  
**Location:** Pasqua First Nation #79

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## Position Summary

The Trust Services Manager is responsible for overseeing the administration of the Pasqua First Nation Citizens Benefits Trust, Pasqua Flood Claim Trust, Pasqua 1906 Legacy Trust and future claim settlement trust, ensuring full compliance with the Trust Agreement and all applicable policies, laws and including (but not limited to) the First Time Home Ownership Policy, Cost of Living Allowance (COLA) Policy and any other policies pertaining to trusts administered by the employer. This role ensures accurate financial recordkeeping, transparent reporting, and effective stewardship of Trust resources for the benefit of eligible beneficiaries.

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## Key Responsibilities

### Trust Administration & Compliance

- Administer the Trust in accordance with the Trust Agreement and all governing documents.
- Administer Flood Claim Trust and 1906 Trust and all governing documents
- All future trust administered by the employer
- Ensure compliance with all relevant laws, policies, procedures, and regulatory requirements.
- Monitor and interpret policies such as the First Time Home Ownership Policy and COLA Policy to ensure consistent application.
- Administer the Per Capita Distribution as per Pasqua Flood Claim Settlement Trust
- Administer the Per Capita Distribution as per Pasqua 1906 Claim Settlement Trust
- Support the Pasqua First Nation Leadership with policy implementation, updates and governance matters.
- Work in collaboration with Pasqua First Nation Indian Registry Clerk.
- Work in collaboration with Pasqua First Nation Citizens Benefits Trust Trustee, Flood Claim Trustee, 1906 Trustee and any future trusts established by the employer.
- Other duties as assigned from time to time.



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## **Financial Oversight & Reporting**

- Oversee the accurate processing, tracking, and reconciliation of all Trust payments and distributions.
- Maintain detailed and organized financial records, always ensuring audit readiness.
- Prepare regular financial and operational reports for the Pasqua First Nation Leadership
- Liaise with external auditors, financial institutions, and advisors as required.

## **Records Management**

- Ensure all beneficiary records, payment histories, and documentation are accurate, secure, and up to date.
- Implement and maintain effective records management systems and internal controls.
- Ensure confidentiality and privacy of all Trust-related information.

## **Stakeholder Relations**

- Serve as a key point of contact for Trust beneficiaries regarding inquiries, applications, and payments.
- Provide clear and culturally respectful communication to PFN members.
- Support education and awareness of Trust policies and processes among beneficiaries.

## **Operational Leadership**

- Develop and maintain internal procedures to improve efficiency and accountability.
- Identify risks and recommend mitigation strategies to protect Trust assets.
- Support strategic planning initiatives related to the long-term sustainability of the Trust.
- Supervise administrative or finance staff, if applicable.

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## **Qualifications**

### **Education**

- Bachelor's degree in commerce, Finance, Business Administration, or a related field.
- Professional designation (e.g., CPA) is considered an asset.



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## **Experience**

- Minimum of 5 years of progressive experience in finance, accounting, or trust administration.
  - Experience working with trusts, Indigenous organizations, or community-based governance structures is an asset.
  - Strong understanding of financial reporting, budgeting, and internal controls.
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## **Knowledge, Skills & Abilities**

- Strong knowledge of financial management principles and trust administration practices.
  - High level of accuracy and attention to detail in financial recordkeeping.
  - Ability to interpret and apply policies and legal documents.
  - Excellent organizational, analytical, and problem-solving skills.
  - Strong communication skills, both written and verbal.
  - Ability to handle sensitive information with discretion and professionalism.
  - Proficiency in financial software and Microsoft Office applications.
  - Cultural awareness and respect for First Nations governance and nation values.
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## **Additional Requirements**

- Must be bondable
  - Candidate must be able to pass a criminal record check and credit check
  - Valid driver's license and ability to travel.
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## **Working Conditions**

- Office-based environment with occasional community engagement.
  - May require flexibility to attend meetings outside regular business hours.
  - Adhere to PFN Personal Policy as amended from time to time
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## **Application Information**

applications submitted in confidence to PFN Human Resources department by email: [hr@pasquafn.ca](mailto:hr@pasquafn.ca)

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**DEADLINE TO APPLY: MAY 15<sup>th</sup>, 2026**