



Job Title: Trust Services Finance Officer

Organization: Pasqua First Nation Trust Services

Reports To: Trust Services Manager

Location: Pasqua First Nation #79

Position Summary

The Trust Services Finance Officer is responsible for supporting the financial administration, monitoring, reporting, and compliance activities of the Pasqua First Nation Trusts, including the Pasqua First Nation Citizens Benefits Trust, Pasqua Flood Claim Settlement Trust, Pasqua 1906 Legacy Trust, and any future trusts established by Pasqua First Nation.

Working under the direction of the Trust Services Manager, the Trust Services Finance Officer assists in ensuring accurate financial reporting, investment monitoring, budget oversight, trust compliance, audit readiness, and effective stewardship of Trust assets for the benefit of current and future beneficiaries.

This position serves as the primary financial resource within Trust Services and works closely with trustees, investment managers, financial institutions, auditors, legal advisors, and Pasqua First Nation administration.

Key Responsibilities

Financial Monitoring & Analysis

- Monitor the financial performance of all Pasqua First Nation Trusts.
- Review monthly, quarterly, and annual investment reports.
- Track trust asset values, investment returns, and cash balances.
- Monitor compliance with Trust Agreements and Investment Policies.
- Analyze financial trends and identify potential risks or opportunities.
- Assist in evaluating investment performance against benchmarks and objectives.
- Prepare financial summaries and analysis for the Trust Services Manager and Trustees.

Financial Reporting

- Prepare monthly, quarterly, and annual trust financial reports.
- Assist in preparing reports for Chief and Council, Trustees, and beneficiaries.
- Maintain reporting schedules and financial reporting calendars.
- Support the preparation of annual reports and beneficiary communications.
- Prepare financial presentations and supporting materials for meetings.

Budgeting & Forecasting

- Assist in developing annual Trust operating budgets.
- Monitor Trust administration expenditures.
- Prepare cash flow forecasts and financial projections.
- Monitor trust distributions and benefit payments.
- Track budget variances and recommend corrective actions where required.

Trust Compliance & Controls

- Ensure financial activities comply with Trust Agreements and applicable policies.
- Support implementation of internal financial controls.
- Assist with monitoring compliance requirements established by Trustees.
- Maintain documentation supporting financial decisions and transactions.
- Identify and report financial risks and compliance concerns.

Audit & Financial Coordination

- Coordinate audit preparation activities.
- Maintain audit-ready financial records and supporting documentation.
- Liaise with external auditors and accounting professionals.
- Assist in responding to audit inquiries and recommendations.
- Support annual financial statement preparation.

Investment Administration Support

- Coordinate communications with investment managers and financial institutions.
- Review investment statements and portfolio reports.

- Track investment policy compliance.
- Assist with preparation of materials for trustee investment reviews.
- Maintain investment-related records and reporting.

Records Management

- Maintain accurate and secure financial records.
- Ensure proper retention of financial and investment documentation.
- Support electronic and physical records management systems.
- Maintain confidentiality of trust and beneficiary information.

Stakeholder Support

- Assist in responding to financial inquiries from Trustees and management.
- Support beneficiary education initiatives regarding trust programs and benefits.
- Participate in meetings with financial institutions, advisors, and auditors.
- Provide financial information and analysis as requested.

Risk Management

- Monitor financial risks affecting trust assets.
- Assist in maintaining Trust risk registers.
- Identify emerging financial and investment risks.
- Recommend mitigation strategies to the Trust Services Manager.

Qualifications

Education

- Diploma or Degree in Accounting, Finance, Commerce, Business Administration, Economics, or a related field.
- Professional accounting designation (CPA) or progress toward designation is considered an asset.

Experience

- Minimum three (3) years experience in accounting, finance, investment administration, trust administration, or financial reporting.

- Experience working with First Nation governments, trusts, economic development organizations, or public sector entities is considered an asset.
- Experience preparing financial reports and supporting audits is preferred.

Knowledge, Skills & Abilities

- Strong understanding of accounting and financial reporting principles.
- Knowledge of investment reporting and portfolio performance measurement.
- Understanding of trust administration principles and fiduciary responsibilities.
- Ability to analyze financial statements and investment reports.
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- Advanced Microsoft Excel skills.
- Experience with accounting and financial software systems.
- Ability to maintain confidentiality and exercise sound judgment.
- Knowledge of First Nations governance structures and community values is an asset

Additional Requirements

- Must be bondable.
- Must be able to pass a criminal record check and credit check.
- Valid Class 5 Driver's License.
- Ability to attend meetings and training sessions as required.
- Adhere to Pasqua First Nation Personnel Policies as amended from time to time.

Working Conditions

- Primarily office-based environment.
- Regular interaction with Trustees, financial institutions, auditors, and advisors.
- Periodic attendance at Trustee meetings and community information sessions.
- Occasional travel may be required.

Why Join Pasqua First Nation Trust Services?

This position offers a unique opportunity to help safeguard and grow community wealth while supporting responsible stewardship of settlement and legacy trust assets for the benefit of present and future generations of Pasqua First Nation Members.

The Trust Services Finance Officer will play a key role in building a professional Trust Services Department dedicated to transparency, accountability, and long-term financial sustainability.

To Apply: Please submit a cover letter, resume, and three (3) references to:
hr@pasquafn.ca

Closing Date: August 14th, 2026

Candidates will be shortlisted for interviewing.

The Pasqua First Nation relies on the Saskatchewan Human Rights Code to give preference in employment for this position. Citizens of Pasqua First Nation are encouraged to apply.