



k^wik^wəłəm

Kwkwetlem First Nation

Candidate Brief

Director of Finance





Project Team

For more information on this exciting opportunity, please contact:



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INTRODUCTION

On behalf of kwikwə́łəm First Nation Enterprises (KFNE), thank you for considering this important leadership opportunity.

KIRAH Executive Search & Leadership Advisory is supporting KFNE in the search for its Director of Finance, a senior financial leadership role. The position is structured to report directly to the Chief Executive Officer and will form part of KFNE's executive leadership structure.

The Director of Finance will provide strategic financial leadership across financial planning, reporting, treasury, governance, risk management, internal controls, commercial analysis, audit, compliance and long-term financial sustainability.

The scope extends beyond traditional financial reporting and accounting. KFNE is seeking an accomplished CPA who can combine strong technical financial leadership with commercial judgement, executive-level communication and the ability to support significant business, investment and partnership decisions.

This Candidate Brief has been prepared to provide prospective candidates with meaningful context regarding the organization, leadership mandate, position scope, responsibilities, candidate profile, working environment, compensation and search process.

This document is intended for informational purposes and does not constitute a contractual agreement. Certain details may evolve during the course of the search, and KIRAH will communicate material updates to candidates as appropriate.

Additional information regarding kwikwə́łəm First Nation can be found at: www.kwikwetlem.com

Thank you for your interest and consideration.

Sincerely,

KD Khairah

OVERVIEW - KFNE



About KFNE

kwikwəłəm First Nation Enterprises (KFNE) is the economic development arm of kwikwəłəm First Nation, focused on creating sustainable economic growth and long-term value for the Nation.

KFNE develops and manages business opportunities through strategic partnerships, joint ventures, commercial leasing, land development and other commercial initiatives. Its work brings together business leadership, financial stewardship, responsible development and long-term economic planning.

KFNE collaborates with industry, government, Indigenous communities and private-sector organizations to advance opportunities built on trust, accountability and shared value. As a Nation-owned enterprise, KFNE's commercial activities have a broader purpose: protecting Nation-owned assets, creating sustainable economic opportunities and contributing to the long-term prosperity of the Nation.

KFNE operates with a lean, evolving organizational structure that provides senior leaders with close connectivity to governance and decision-making. As the enterprise continues to develop its commercial activities and organizational capacity, financial leadership will play an important role in supporting disciplined growth, strong governance and long-term value creation.

PURPOSE

To create sustainable economic opportunities and long-term value for kwikwəłəm First Nation through responsible business leadership, sound governance, strategic partnerships and sustainable economic development.

LEADERSHIP PHILOSOPHY & OPERATING ENVIRONMENT

Responsible Stewardship

The Director of Finance will hold an important stewardship responsibility for Nation-owned assets and the financial integrity of KFNE. The role requires sound judgement, transparency, accountability and a high standard of ethical leadership.

Commercial Thinking

The Finance function is expected to contribute directly to business decisions. The Director will support the evaluation of investments, acquisitions, partnerships, joint ventures, commercial leases and other business opportunities through financial modelling, business cases, due diligence and strategic analysis.

Partnership and Collaboration

KFNE operates through relationships. The Director will work closely with executive leadership, Board Directors, the Finance & Audit Committee, business partners, financial institutions, external auditors, legal counsel, tax advisors and other professional partners.

Cultural Respect and Long-Term Perspective

KFNE's work is grounded in cultural respect, responsible economic development and the long-term interests of the Nation. The successful candidate will be expected to bring integrity, humility, sound judgement and the ability to operate effectively within a relationship-driven environment.

POSITION DESCRIPTION



POSITION	Director of Finance
REPORTS TO	Chief Executive Officer
LEVEL	Executive Leadership Team
LOCATION	Port Coquitlam, British Columbia
EMPLOYMENT STATUS	Permanent, Full-Time
DIRECT REPORT	Senior Accountant
SCOPE	The Director of Finance will serve as KFNE's senior financial leader and a key financial advisor within the organization's executive and governance structure. Reporting directly to the CEO, the Director will provide strategic leadership across financial planning, budgeting, forecasting, reporting, treasury, enterprise risk, audit, governance, internal controls, compliance, commercial finance and long-term financial sustainability. The Director will also support reporting and strategic recommendations to the KFNE Board of Directors and Finance & Audit Committee. The relationship with the Board and committee is one of governance, reporting and accountability rather than a direct operational reporting relationship. The role combines technical financial stewardship with broader commercial and strategic responsibility. The Director will be expected to provide financial insight that supports sound business decisions, protects Nation-owned assets and contributes to KFNE's long-term commercial success.

CORE RESPONSIBILITIES & ACCOUNTABILITIES



Strategic Financial Leadership

- Provide strategic financial advice to the Chief Executive Officer and Executive Leadership Team.
- Develop and implement long-term financial strategies aligned with KFNE's strategic direction.
- Lead annual operating and capital budgeting processes.
- Prepare multi-year financial forecasts and financial sustainability plans.
- Analyze financial trends and identify opportunities to improve profitability, efficiency and business performance.
- Translate financial information into meaningful executive insight and recommendations.

Financial Reporting & Stewardship

- Oversee accurate monthly, quarterly and annual financial statements.
- Maintain the integrity of the general ledger and financial records.
- Lead month-end and year-end close processes.
- Ensure records remain complete, accurate and audit-ready.
- Prepare variance analyses, executive financial reports and Board reporting packages.
- Maintain strong internal controls and financial accountability.

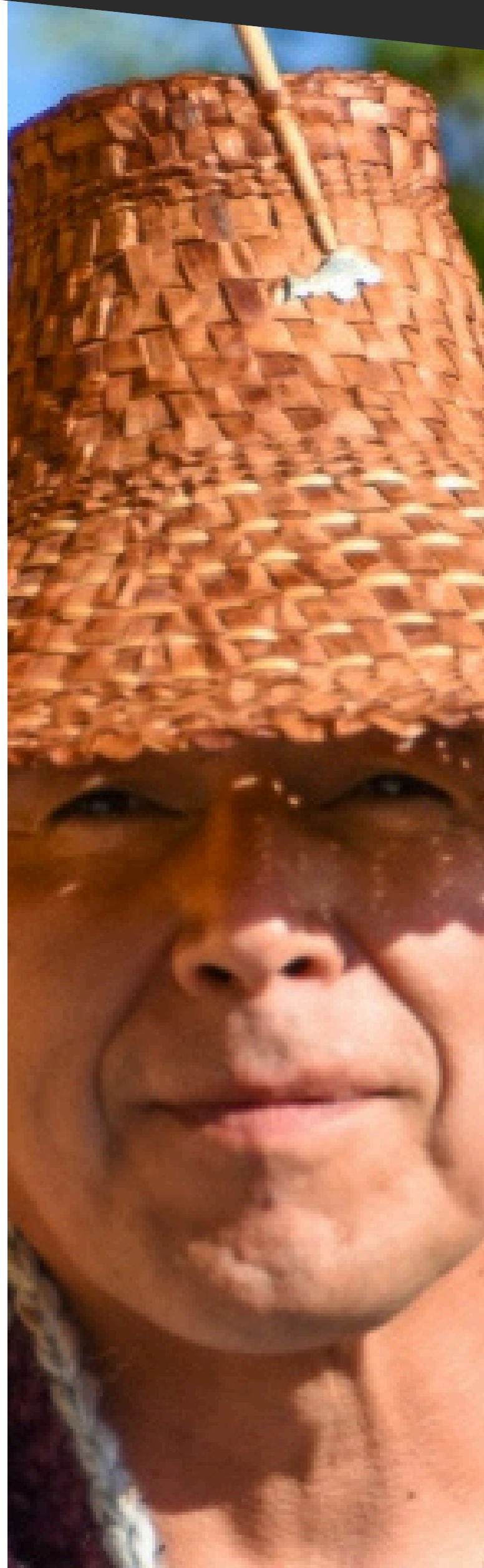
COMMERCIAL FINANCE, TREASURY & BUSINESS PERFORMANCE

Treasury & Financial Management

- Lead cash-flow forecasting and liquidity analysis.
- Oversee treasury operations and banking relationships.
- Monitor investments, financing arrangements and corporate insurance.
- Support long-term capital planning and financing strategies.
- Provide financial guidance to management and support responsible budget management.

Commercial Finance & Business Performance

- Support the CEO in evaluating new business opportunities, acquisitions, investments and strategic partnerships.
- Prepare financial models, business cases and feasibility analyses.
- Participate in financial due diligence involving acquisitions, commercial leases, joint ventures and investment opportunities.
- Monitor the performance of business operations and identify opportunities to improve profitability and return on investment.
- Develop financial dashboards and key performance indicators that support strategic decision-making.



GOVERNANCE, RISK & LEADERSHIP



Governance, Audit & Risk

- Promote strong corporate governance, accountability and transparency.
- Develop and maintain financial policies, procedures and internal controls.
- Coordinate the annual external audit and serve as the primary liaison with external auditors.
- Monitor financial and operational risk and recommend mitigation strategies.
- Support compliance with taxation requirements, legislation, contractual obligations, accounting standards and Board-approved financial policies.
- Support reporting to the Board of Directors and Finance & Audit Committee as required.

Leadership & Organizational Capability

- Lead, mentor and develop the Finance function.
- Provide leadership to the Senior Accountant.
- Coach managers and leaders on budgeting, financial management and business performance.
- Build collaborative relationships across KFNE and with external advisors and partners.
- Identify opportunities to improve financial systems, reporting and business processes.
- Support implementation and optimization of ERP and financial technologies.
- Champion continuous improvement and operational excellence.

QUALIFICATIONS & EXPERIENCE

Required

- Chartered Professional Accountant (CPA) designation in good standing.
- Bachelor's degree in Accounting, Finance, Commerce or a related discipline.
- Minimum 10 years of progressively responsible financial leadership experience.
- Minimum five years in a senior management or executive finance role.
- Demonstrated experience preparing audited financial statements.
- Strong experience across budgeting, forecasting, treasury management, financial reporting, internal controls and strategic financial planning.
- Experience within commercial finance, economic development, private enterprise or another complex corporate environment.
- Demonstrated experience advising executive leadership and presenting financial information to Boards or governance bodies.
- Experience supporting commercial growth, business performance and strategic decision-making.
- Strong financial modelling and analytical capability.
- Advanced Microsoft Excel skills and experience with financial management and ERP systems.
- Strong executive communication and the ability to communicate complex financial information to non-financial audiences.

Considered an Asset

- Master of Business Administration.
- Certified Aboriginal Financial Manager designation.
- Additional executive leadership, governance or risk-management certifications.
- Advanced education in business, finance, public administration or Indigenous governance.
- Experience working with an Indigenous organization, First Nation or Nation-owned business.
- Relevant experience within economic development, commercial real estate, land development, investment, partnerships or joint ventures.



LOCATION: PORT COQUITLAM, BC

Port Coquitlam, British Columbia

The Director of Finance will be based onsite in Port Coquitlam, British Columbia.

The onsite working model reflects the executive nature of the position and the importance of regular interaction with executive leadership, the Finance function, Board Directors and Finance & Audit Committee.

Standard business hours are generally:
8:30 a.m. to 5:00 p.m.

Flexibility is required to meet executive and operational responsibilities.

Occasional evening and weekend commitments may be required, particularly for Board of Directors and Finance & Audit Committee meetings.

Occasional business travel may also be required.

Candidates must hold:

- a valid Class 5 BC Driver's Licence
- reliable transportation
- a clean driving record

Relocation support may be considered on a case-by-case basis.



COMPENSATION & BENEFITS



Base Compensation: \$140,000 to \$190,000 annually

Vacation: Four weeks' vacation

Health & Wellbeing

Following completion of the applicable probationary period, KFNE currently provides employer-paid coverage for:

- Extended Health
- Dental
- Employee and Family Assistance Program
- AD&D
- Life Insurance

Retirement: KFNE provides access to a Manulife retirement pension plan.

- Minimum employee contribution: 1%
- Employer matching contribution: up to 5.5%



Professional Support

- CPA and applicable professional dues may be reimbursed by KFNE.
- Professional development, continuing education and conference participation may be considered subject to CEO approval.
- Computer, cell phone and parking are provided where applicable.

Additional Time Away

- 10 Cultural Days
- Indigenous Day, June 21
- approximately two weeks of office closure over the Christmas and New Year period

Relocation: Relocation assistance may be considered on a case-by-case basis.

WHY CONSIDER THIS OPPORTUNITY?

Executive Influence

The Director of Finance will operate close to executive and governance decision-making, with the opportunity to influence financial strategy, commercial decisions and organizational capability.

Commercial Breadth

This is broader than a traditional accounting leadership role. The Director will contribute to investments, partnerships, commercial opportunities, financial modelling, due diligence and longer-term business performance.

Opportunity to Build

KFNE currently operates with a lean internal structure. The incoming Director will have the opportunity to work close to decision-making and help strengthen the financial systems, processes and capabilities required to support the organization's evolution.

Purpose and Stewardship

KFNE's commercial activities are intended to create sustainable economic value for kwikwə́łəm First Nation. The Director's work will therefore connect financial leadership with responsible stewardship and long-term Nation benefit.

Governance Exposure

The position offers direct interaction with the CEO, Board Directors and relevant governance committees, requiring both financial expertise and credible executive judgement.

STEPS IN SEARCH PROCESS

1. Application & Initial Consideration

Candidates may apply directly or be identified through proactive market research and direct outreach. Applications and expressions of interest will be considered against the qualifications, leadership requirements and mandate priorities established for the search.

2. KIRAH Assessment

Selected candidates will participate in a structured assessment with KIRAH to explore their leadership experience, career progression, financial and commercial expertise, accomplishments and overall alignment with the mandate.

3. Candidate Presentation to KFNE

Candidates assessed as strongly aligned will be presented to KFNE with a structured summary of their background, leadership experience, mandate alignment and relevant considerations.

KIRAH will not present a candidate without the candidate's knowledge and authorization.

4. KFNE Interviews

Selected candidates will proceed through KFNE's interview process, which is expected to include both virtual and in-person discussions with appropriate organizational and governance representatives. Final interview stages will be confirmed with candidates as the search progresses.

5. Executive or Technical Assessment

Depending on the progression of the search, finalists may be invited to participate in an additional case, presentation or executive-level assessment. Candidates will receive full details in advance should an additional assessment form part of the process.

6. References, Credentials & Background Verification

At the appropriate finalist stage, KIRAH will coordinate applicable professional references, credential verification and background checks.

7. Final Selection & Offer

Following completion of KFNE's internal approval and governance process, KFNE HR will coordinate the employment offer and employment agreement with the selected candidate.

CONFIDENTIALITY

KIRAH Executive Search & Leadership Advisory respects the privacy and confidentiality of all personal information shared by candidates throughout the search process.

Information provided by candidates, including resumes, career information, professional references and related assessment information, will be collected and used for the purpose of evaluating candidacy and administering the search. Candidate information will not be presented to KFNE without the candidate's knowledge and authorization.

References, credential verification, background checks and other assessment information will be collected only where relevant to the search process and handled with appropriate discretion.

By participating in the search, candidates acknowledge that relevant personal information may be collected, used and disclosed for legitimate recruitment and assessment purposes in accordance with applicable privacy requirements and KIRAH's Privacy Policy.

This Candidate Brief is intended to provide general information regarding the opportunity and does not constitute an employment agreement or other contractual commitment. Certain details may evolve during the search.

Candidates are encouraged to contact KIRAH at any stage should they require clarification regarding the opportunity or search process.

