



Director of Finance

Hamlet of Gjoa Haven

About the Role

Reporting to the Chief Administrative Officer (CAO), the Director of Finance plays a critical role in ensuring the Hamlet maintains accurate, transparent, and compliant financial reporting. This position works closely with Mayor and Council, senior management, auditors, and external stakeholders to support decision-making and long-term financial sustainability.

Key Responsibilities

- Oversee all financial operations of the Hamlet, including budgeting, financial reporting, accounts payable/receivable, payroll, and cash management, ensuring compliance with applicable accounting standards and Nunavut municipal regulations.
- Develop and monitor annual operating and capital budgets in collaboration with the CAO, Mayor and Council, and department heads.
- Provide timely, accurate financial reports and analysis to support Council decision-making and long-term financial sustainability.
- Ensure compliance with the Nunavut Hamlets Act, municipal bylaws, and all applicable financial reporting requirements.
- Coordinate annual audits and liaise with external auditors, ensuring timely completion and resolution of findings.
- Develop, implement, and maintain sound financial policies, procedures, and internal controls.
- Build and maintain effective working relationships with Mayor and Council, senior management, auditors, government funding partners, and vendors.
- Manage vendor and external service provider relationships to ensure value, accountability, and service quality.
- Lead, mentor, and develop finance department staff, fostering a culture of accountability, collaboration, and continuous improvement.
- Collaborate cross-departmentally to support infrastructure, public safety, recreation, and sustainable development priorities across the Hamlet.

Qualifications

- Bachelor's degree in accounting or finance.
- A CPA designation is considered an asset.
- 7–10 years of progressive experience in accounting or financial management.
- 5 years of experience developing and monitoring budgets and preparing financial reports.
- Experience implementing and maintaining financial policies, procedures, and internal controls.
- Experience managing vendor relationships and external service providers.

To apply for this key role, submit your application to Phelps by clicking: <https://phelpsgroup.ca/careers/31518/hamlet-of-gjoa-haven-director-of-finance/apply/>

Application Deadline: Tuesday, October 13, 2026

All applications will be reviewed and assessed by experienced Phelps search professionals; we do not use artificial intelligence tools to screen candidates. Only applicants selected for an interview will be contacted.

Qualified candidates may be placed on an eligibility list for consideration for future opportunities.

The Hamlet of Gjoa Haven is committed to fostering a representative and inclusive workforce that reflects the community it serves. Preference may be given to qualified Inuit candidates, particularly beneficiaries enrolled under the Nunavut Agreement, in accordance with the Hamlet's commitment to supporting Inuit employment and participation in the workforce.



To learn more, visit our website
at <https://phelpsgroup.ca/>