



**OPPORTUNITY PROFILE**

**Trust Administrator**



## ABOUT SAWRIDGE TRUSTS

The Sawridge First Nation near Slave Lake, Alberta, established two trusts, known as the Sawridge Band Inter Vivos Settlement and the Sawridge Trust (collectively, the “Sawridge Trusts”). The Sawridge Trusts are managed by a Board of Trustees, and the Trusts' assets are ultimately for the benefit of their beneficiaries. The Trusts provide supplemental health benefits, life insurance, education support, seniors support and other benefits to beneficiaries.

Each of the Sawridge Trusts owns 50% of the shares in Sawridge Group Holdings Ltd. (“SGHL”). SGHL is managed by its own board of directors, and the Trustees (as SGHL's sole shareholders) are responsible for appointing the directors.

Today, SGHL is focused on building a balanced passive portfolio of income-producing assets to provide for the future needs of the beneficiaries of the Sawridge Trusts. The businesses currently operate a hotel in Ft McMurray and a Travel Centre on the Sawridge First Nation. Passive investments include commercial real estate, a business park, investments in mortgage investment companies (MICs) and a portfolio of investments in stocks, bonds and other income-producing assets.

## THE OPPORTUNITY: Trusts’ Administrator

The Trust Administrator plays a central operational and advisory role in supporting the Board of Trustees in managing the affairs of the Trusts. The Administrator provides essential administrative, financial, and governance support to ensure the Trusts operate efficiently, compliantly, and in alignment with their mandates.

The Trust Administrator directly contributes to the long-term resilience, independence, and prosperity of the Sawridge Trusts by ensuring the Trusts and Board of Trustees operate in compliance with legal requirements, while being managed effectively and transparently. Trust assets require diligent stewardship to continue delivering benefits to current and future generations.



## Key Responsibilities

### **Governance & Board Support**

- Provide direct administrative and logistical support to the Board of Trustees.
- Prepare board packages, briefing materials, minutes, and supporting documents for regular and special meetings.
- Ensure documentation adheres to Trusts' policies, governing documents, and governance standards.

### **Trust Administration & Compliance**

- Oversee day-to-day trust operations, including recordkeeping, reporting, and information management.
- Coordinate with financial, legal, and auditing partners to ensure compliance with trust agreements, regulatory obligations, and fiduciary requirements.
- Maintain secure and confidential systems for beneficiary information and trust records. Knowledge of electronic document management (NetDocuments), accounts management (QuickBooks Online) and security management systems (Keeper).

### **Accounting and Finance Coordination**

- Support the Trustees in monitoring trust assets and investment performance in partnership with the Board of Directors of Sawridge Group Holdings Ltd.
- Assist in compiling financial summaries and reports aligned with the Trusts' budgets and operating plans.
- Knowledge of accounting and payment processing software (QuickBooks Online, Plooto) and of accounting systems, in general. Ability to direct transactions and maintain the accounting records.

- Maintain bank accounts and investments, and process bank payments, deposits and financial transactions for the Trusts.
- Work with external accountants to ensure the preparation of annual audits and the preparation and filing of annual tax returns.
- Support and coordinate the preparation of the annual budget forecasts and monitor the financial performance of the Trusts' accounts.

### **Beneficiary & Community Relations**

- Respond professionally to beneficiary inquiries regarding trust programs, benefits, and governance processes.
- Support transparency and communication initiatives aligned with the Trusts' mission to foster community confidence and self-sufficiency.

### **Operational & Strategic Support**

- Coordinate projects and initiatives that enhance trust operations and strengthen organizational capacity.
- Support the Trustees in implementing decisions related to trust governance, investment oversight, and benefit programs.

### **Policy Development**

- Knowledge of policy and procedure development in a variety of administrative, benefits, governance and financial areas.
- Knowledge of the maintenance of policies and version management systems.

## **The Person**

### **Education and Qualifications**

A successful candidate will bring a background in trust administration, finance, governance, legal administration, Indigenous governance, or a related field. They will be comfortable navigating complex financial, regulatory, or governance environments, as this experience is considered a strong asset. Familiarity with Indigenous trust structures or First Nation organizations is also highly valued, reflecting the unique context in which the Sawridge Trusts operate.



## Knowledge, Skills, and Abilities

**Interpersonal Skills:** Has excellent interpersonal skills and the ability to get along well with others, both internal and external to the organization. Has an ability to deal with complex interpersonal dynamics.

**Personal Management Skills:** Has excellent organizational and time management skills, with demonstrated ability to simultaneously manage multiple strategic and administrative priorities and tasks. Comfortable working in a fast-paced environment and working with constantly changing and competing priorities. Ability to work effectively with service providers and contractors, establish clear accountabilities, and work independently. Has a demonstrated track record of success as a results-oriented self-starter.

**Committed to Organizational Excellence:** Committed to excellence and innovation in the workplace. Continually looks for opportunities to improve and streamline processes and achieve results. Able to work within a changing environment and deal effectively with ambiguity.

**Problem-Solving Skills:** Able to problem-solve and make necessary decisions to move forward with the work at hand. Focuses on solutions rather than problems and demonstrates a well-developed sense of reasoning.

**Committed to Personal Excellence:** Continuously seeks to stay current and be committed to ongoing learning. Self-motivated and maintains high levels of personal integrity.

## Compensation

A competitive compensation package, including an attractive base salary and excellent benefits, will be provided. Further details will be discussed in a personal interview.

## Express Your Enthusiasm

Leaders International values diversity, equity, and inclusion in all aspects of our operations. Candidates are invited to contact us directly with any accommodation requests.

To apply, please email a cover letter and resume (PDF or Word document only) to **Ardyce Kouri** or **Olesia Linkevych** at [apply@leadersinternational.com](mailto:apply@leadersinternational.com), indicating the job title in the subject line.

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