WE'RE HIRING!

Trust Officer - Ontario

Full-Time Permanent

About Us

First Nations Bank of Canada is a federally chartered bank primarily focused on providing financial services to the Indigenous marketplace in Canada. Over 87% Indigenous owned and controlled, FNBC is a leader in advocating for the growth of the Indigenous economy and the economic well-being of Indigenous people. Headquartered in Saskatoon, SK and named one of Saskatchewan's Top Employers, FNBC takes pride in its workforce of over 63% Indigenous employees working at locations across Canada.

FNB Trust is FNBC's wholly owned trust company providing Indigenous Trust Services to Indigenous governments and organizations across Canada. FNB Trust strengthens the capacity of its customers, in alignment with FNBC's mission toward the long-term economic well-being of Indigenous Peoples.

About The Role

The **Trust Officer - Ontario** will be responsible for delivering high quality, ethical trust client services. You will prepare client meeting agendas and materials, and record minutes in an accurate, efficient and timely manner, keeping us on track, on time and on good terms with our valued clients. This full-time opportunity will be remote based from your location in Ontario.

Here's What You'll Be Doing:

- Act as the central point of contact for your assigned clients often traveling to various trust related meetings
- Provide a best in class and compliant client experience to trustees, Leadership, and Members
- Work closely with the FNB Trust team including the Trust Legal Officer, the FNB Trust Client Operations team, the Senior Trust and Market Development Officer and any FNBC and FNB Trust support staff
- Oversee the preparation of client trustee and/or Leadership meeting agendas and packages and ensure the minutes are taken and finalized in alignment with FNB Trust minute guidelines and templates
- Oversee the timely and accurate preparation of client presentations, quarterly and annual reports, communications to Members and any other correspondence needed for servicing your assigned clients
- Provide trust-related training to clients including Trustees, Leadership and Membership
- Oversee the review and execution of client investment advisor and investment manager contracts, along with client investment policies
- Limit risk exposure by ensuring that Trust client services are carried out proactively and in compliance with defined policies/procedures, audit and internal control standards

- Maintain expert knowledge of legislative, administrative and economic issues that impact the management of your accounts and demonstrate an ability to communicate on a broad range of legal and financial issues with clients and their advisors, with particular proficiency in trust legal and regulatory frameworks
- Abide by FNB Trust's and FNBC's policies and procedures especially related to avoiding conflicts of interest, privacy and confidentiality and data management, filing and naming conventions
- Participate in intra and inter-departmental meetings as requested

About You:

- Undergraduate degree in business administration
- Professional and/or industry accreditation, in addition to a business administration degree, is preferred but not required
- Advanced level of fluency in using Excel, Word and PowerPoint
- Minimum of 5 years of related experience
- Proven success in Indigenous client relationship management

We are passionate about creating an inclusive workplace and value and respect diversity of our staff.

If you are interested in this opportunity, meet the qualifications, and are eligible to work in Canada, please visit our website at www.fnbc.ca or send your resume and cover letter by email to apply@fnbc.ca. The posting will remain open until **September 30, 2025**.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.