



# **EMPLOYMENT OPPORTUNITY**

## **FINANCIAL ANALYST**

**Full-time, Permanent position**  
**(Ottawa, or open to remote work within Canada)**  
**Deadline for applications: October 5, 2022 (or until filled)**

### **About FNIGC**

The First Nations Information Governance Centre (FNIGC) is a non-profit organization that envisions every First Nation achieving data sovereignty in alignment with its distinct world view.

FNIGC supports the development of information governance at the First Nations community level through regional and national partnerships. In addition to serving the information, research, training, and capacity development needs of First Nations people and communities, FNIGC is home to several national surveys.

FNIGC believes that quality information collected by First Nations for First Nations can influence knowledge-based decision-making and inspire policy and programs that contribute to the health and well-being of First Nations people in Canada.

The successful candidate will be eligible for flexible work hours, remote work, a competitive salary, benefits package, pension plan, and generous paid time-off benefits.

### **About the Role**

Reporting directly to the Finance Manager, the Financial Analyst performs a variety of financial activities related to maintaining financial records, production of financial statements, budget preparation & management and internal client support. The Financial Analyst is responsible to ensure that financial activity requirements of the FNIGC are met, including the on-going activities to ensure FNIGC program managers have the required support and information to support decision making as well as supporting the Finance Manager and other finance staff with their tasks and deliverables as required.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

#### **A. Financial Management**

1. Support compliance with internal financial and accounting policies and procedures.
2. Support the Finance Manager and managers to review monthly results and implement monthly variance reporting through engagement with programs.
3. Support the maintenance of financial records for each project in a manner that facilitates management reports.

4. Support the Finance Manager in the preparation of documentation for the Treasurer, Finance Committee and / or Audit Committee as appropriate.
5. Utilize the established guidelines for budget and forecast preparation to support the preparation of the annual budget in consultation with the Finance Manager.
6. Assist in completion of financial reporting requirements in accordance with funding agreements and/or contracts.

#### B. Financial Advisory

1. Assist Senior Managers, Managers, and Program Managers with the preparation of budgets for funding applications and / or proposals.
2. Analyze, interpret and summarize financial data.
3. Guide program managers to make financial decisions that are supported by data driven analysis regarding:
  - Funding allocations to regions
  - Coding decisions
  - Annual budgets
  - Quarterly financial statement forecasts

#### C. Financial Analysis

1. Acquire, centralize, clean, filter and maintain financial data from multiple sources (Sage 300, funding agreements, financial statements and reports, proposals and templates) into a format that can be easily understood and analyzed.
2. Understand, analyze and interpret the Government of Canada's financial policies and directives.
3. Support the tracking and monitoring of the regional agreements ensuring program and organizational risks are minimized.

#### D. Office Administration

1. Assist the Finance Manager in the review and maintenance of leases, contracts and other financial commitments, as required.
2. Assist and support continuous improvement of financial tools, processes and reporting. Liaise with all staff members with regards to day-to-day general accounting questions.

#### **Job Requirements**

1. Proven ability to demonstrate tact and discretion in preparing, disclosing and handling information of a confidential and sensitive nature.
2. Possess a strong work ethic and the skills to take initiative, and see work through.
3. Excellent organizational and time management skills to effectively handle issues simultaneously and meet scheduled timelines.
4. Ability to analyze situations and make appropriate decisions without immediate supervision.
5. Proficiency in working with financial databases, pivot tables and financial reports
6. Excellent interpersonal skills to build collaborative relationships and comfortable leading meetings with various groups of people
7. Ability to manipulate and translate raw data for non-financial users
8. A high level of competency in accounting software such as SAGE, ACCPAC, Simply Accounting Software is an asset.
9. First Nations lived experience is an asset.

#### **Experience, Education & Professional Designation**

1. 5 years of experience working with financial data and/or providing financial advice.
2. A Bachelor's degree in Commerce with a concentration in Accounting or related field, or an equivalent combination of education and recent relevant work experience.
3. A Chartered Professional Accountant (CPA) or Certified Aboriginal Financial Manager Program (CAFM) or other financial designation would be a strong asset.
4. Ability to translate financial data and manage financial databases
5. Experience working with First Nations non-profit organizations and the federal public sector is preferred.

### **Application Information**

We invite qualified candidates to send their résumé and cover letter telling us why you think you'd be a great addition to the FNIGC team to [recruitment@fnigc.ca](mailto:recruitment@fnigc.ca) by October 5, 2022, or until the position is filled.

As preference in hiring will be given to First Nations candidates, applicants are encouraged to self-identify. FNIGC is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.