



EMPLOYMENT OPPORTUNITY

Financial Analyst

Internal and External Competition

Full-time, Permanent Position

Hybrid (Ottawa or Akwesasne Office) or remotely in Canada

Deadline for applications: October 13, 2026 (or until filled)

Hiring Range: \$63,813 to \$79,740

Salary range: \$63,813 to \$95,668

(dependent on qualifications and experience)

About FNIGC

The First Nations Information Governance Centre (FNIGC) is an independent, apolitical, and technical national non-profit First Nations organization that envisions that every First Nation will achieve data sovereignty in alignment with its distinct world view. With First Nations, FNIGC asserts data sovereignty and supports the development of information governance and management at the community level through regional and national partnerships, adhering to free, prior and informed consent, respecting nation-to-nation relationships, and recognizing the distinct customs of nations.

FNIGC is responsible for a wide range of work. In collaboration with regional partners, FNIGC supports First Nations communities by contributing to building information governance and data and statistical capacities at national, regional, and community levels, including the provision of credible and relevant information on First Nations and the development of First Nations-led infrastructure. FNIGC stewards data collected through national surveys, conducts research and analysis on the rapidly changing data landscape, engages in knowledge engagement, mobilization, translation, and dissemination activities, offers education and training, stewards and advances the First Nations principles of OCAP®, and coordinates the implementation of the national First Nations Data Governance Strategy.

Critically, FNIGC and its regional partners follow established protocols, policies, and procedures that are guided by a holistic cultural framework. Ultimately, FNIGC is a tool that First Nations can use to assert sovereignty over their information.

What we provide

The successful candidate will benefit from our flexible work hours, the possibility for hybrid/remote work, competitive compensation, registered pension plan–employer matching, health benefits-100% employer paid, employee wellness programs, generous paid time-off, including cultural leave, and ongoing professional development and career growth opportunities as applicable.

About the Role

This exciting role doesn't relate to any existing FNIGC vacancy.

Job Summary

Reporting directly to the Senior Manager, Finance, the Financial Analyst is responsible for assisting with financial management across FNIGC programs, inclusive of budgeting support, financial planning, reporting and compliance, communication, and system and process improvement. This role will necessitate a broad scope of competencies as well as a high-level of cross-functional coordination between programs and the finance team to ensure alignment with organizational growth and operational excellence.

Importantly, this role will also provide key financial support to organizational financial planning and reporting across externally funded information and information governance activities, in alignment with relevant funding agreements, as follows:

- a. **Budgeting and Financial Planning** – Work with Management to develop and monitor program budgets. This includes generating routine financial reports and statements to support informed decision-making and risk mitigation, in alignment with approved budgets. Evaluate existing systems for financial planning processing, tracking and reporting across programs, identifying opportunities for innovation in support of increased efficiency.
- b. **Financial Reporting and Compliance** – Prepare financial reports as prescribed by unique and common funding arrangements to support program accountabilities, ensuring that terms and conditions are upheld. Monitor and track in-bound financial reporting from FNIGC funding recipients, providing for point-in-time assessment of financial progress against stated activities, thereby better informing program disbursements.
- c. **Communication** – Act as liaison between Management and Finance on financial reporting matters. This includes responding to financial inquiries and routine follow-ups with Management to ensure timely delivery of financial reporting deliverables both internally and externally.

Duties & Responsibilities

A. Budgeting and Financial Planning

1. Maintains finance-oriented templates and other related materials to support budget development, resource allocation, reporting and tracking.
2. Utilizes the established guidelines for budget and forecast preparation to support the preparation of the annual budgets and quarterly forecasts, in consultation with the Senior Manager, Finance.
3. Maintains financial reports related to upcoming RSD, deferred revenues, funding payments, by program.
4. Assists with the allocation of program staff payroll and benefits.
5. Support the tracking and monitoring of the regional agreements ensuring program and organizational risks are minimized.
6. 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.

B. Financial Reporting & Compliance

1. Assists Senior Managers and Managers (herein referred to as “the management team”) to manage resources effectively, including financial budgets.
2. Regularly updates the management team via the routine provision of financial program reports.
3. Maintains financial records for all programs and projects in a manner that facilitates management reports in support of the program/project objectives.
4. Compiles comprehensive project documentation and updates the management team on the status of timelines and deliverables.
5. Coordinates expense reimbursements and assist in the preparation of financial reports.
6. Assists program managers to make financial decisions that are supported by data driven analysis regarding: funding allocations to regions, coding decisions, annual budgets, and quarterly financial statement forecasts.

7. Supports compliance with internal financial and accounting policies and procedures.

C. Relationship Management and Communication

Internal

1. Routinely communicates and collaborates with directorates to understand needs, provide supports and increase financial capacity/efficiency.
2. Coordinates budget discussions with program leads to compile and ensure budget figures are derived using the best available data.
3. Translates complex financial information into clear, accessible language and formats tailored to audiences with varying levels of financial literacy, including those with little to no financial background.
4. Liaises with the Finance team to ensure that program contracts, amendments, and financial reports are reviewed and validated prior to finalizing.
5. Works with the Finance team to support preparing documentation for the Treasurer, Finance Committee and/or Audit Committee as appropriate.
6. Supports the Finance Team in completing audit fieldwork activities as they pertain to program financials, contracts, amendments and agreements.
7. Provides final quarter forecasts, financial reports, and program budgets to the finance department according to the set deadline.
8. Submits quarterly information to the finance department for programs.

External (Regional Partners)

9. Maintains financial reporting records and store fully endorsed regional partner contracts appropriately.
10. Harmonizes financial reporting in terms of structure and dates by program and directorate. A common funding record document to be developed and implemented for each region.
11. Uses regional financial reports and reconcile them to each region's AFS.
12. Increases the timely receipt, reliability, and accuracy of data.

External (Funders)

13. Assists with the financial aspects of funding proposals and grants.
14. Completes funder financial reports and seeks review and approval from a signatory.

D. Innovation and Process Improvement

1. Collaborates internally to streamline processes, organize files, and improve workflows.
2. Leverages technology to increase efficiency on repetitive, recurring, and manual tasks (e.g., expense claims, agreement signing).

Experience and Education

1. Minimum of 3-5 years of progressive experience working with financial data and/or providing coordination of financial program elements, across multiple and concurrent programs.
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 (CAFM) designation or other financial designation would be an asset.
4. Demonstrated ability in budgeting, forecasting, variance analysis (actuals vs. budget), and preparing financial statements.
5. Experience collaborating with programs, operations and cross-functional teams to support budget development and optimize performance.
6. Demonstrated experience utilizing financial management and accounting systems, specifically Sage.
7. Proficiency with data visualization and reporting tools is considered an asset.
8. Experience working with First Nations non-profit organizations and the federal public sector is preferred.

Application Information

We invite all qualified candidates who believe they are suited for the position to apply by sending their résumé and cover letter explaining why you'd be a great addition to the FNIGC team to recruitment@fnigc.ca by **October 13, 2026**, or until the position is filled. We specifically encourage individuals with lived First Nations experience to apply, and such applicants are strongly encouraged to self-identify. FNIGC reserves the right to request current documentation or evidence to verify any claim of First Nation citizenship / membership / descent. Should it be determined that any background information provided be misleading, inaccurate or incorrect, FNIGC reserves the right to discontinue the consideration of your application.

FNIGC is committed to providing an inclusive and accessible workplace environment. Should you require accommodation through any stage of the recruitment process, please let us know. We further confirm that FNIGC does not use any Artificial Intelligence (AI) in our screening, recruitment, or selection processes.

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

To learn more about other FNIGC career opportunities please visit www.fnigc.ca