

# Financial Analyst

National Inquiry into Missing Murdered Indigenous Women and Girls

National Capital Region

Group/ Level: FI-01 to FI-02

Salary range: \$54,694 - \$90,314

**Closing date: February 23, 2018**

**Who can apply:** Persons residing in Canada and Canadian citizens residing abroad.

The National Inquiry into Missing and Murdered Indigenous Women and Girls (the “National Inquiry”) is looking for an experienced individual to fill the position of **Financial Analyst**.

*The National Inquiry is entirely independent from the federal government and employees are appointed on a term basis. We are committed to having a highly skilled and well represented Indigenous workforce. We strongly encourage candidates to self- identify as belonging to Indigenous People.*

## Key Activities - Duties

- Provide a variety of financial services in support of accounting operations. Monitor daily operations using standardized tools, identify bottlenecks and seek continuous efficiencies in the internal processes;
- Establish internal processes and procedures in order to comply with the Financial Administrative Acts, policies and directives Recognize internal control deficiencies regarding Account Payables and Account Receivables as well as travel and hospitality claims, and implement appropriate corrective actions as required;
- Leads in the development of tools for financial data capturing such as authorities verification tool for funds commitment as per section 32 of the FAA; verification tool of acquisition cards expenditures and travel verification list.
- Conduct analysis of information to develop explanations for identified trends, patterns and variances regarding expenses (including travel claims and hospitality).
- Participate in the preparation of the semi-annual plan, proactive disclosure and exercise financial delegation authority under section 33 of the Financial Administration Act (FAA).
- Coordinate messaging to ensure consistency regarding financial matters.
- Provide advice and guidance to clients on a variety of financial topics including Travel, Hospitality, Account payables and Account receivables.

## Work Environment

We are looking for dynamic candidates with strong business acumen that will help with the transformation and modernization of procurement practices.

We are dedicated to creating a positive and dynamic environment where employees with new ideas and fresh perspectives can make a difference and excel. You will have the opportunity to increase your experience and expertise, benefit from a healthy work-life balance and a positive workplace where all employees are valued and recognized for their unique qualities, ideas, voices and perspectives.

## Information you must provide

Your résumé.

You must meet all essential qualifications in order to be appointed to the position. Other qualifications may be a deciding factor in choosing the person to be appointed. Some essential and other qualifications will be assessed through your application. It is your responsibility to provide appropriate examples that illustrate how you meet each qualification. Failing to do so could result in your application being rejected.

## Qualifications

### LANGUAGE REQUIREMENTS

- English essential (fluency in both verbal and written)
- French is considered an asset

### EDUCATION

Graduation with a degree from a recognized post-secondary institution with specialization in accounting, finance, business administration, commerce or economics AND experience related to positions in the Financial Management Group.

*Degree equivalency*

### EXPERIENCE

- Experience in financial analysis
- Experience in budgeting
- Experience in forecasting
- Experience in financial reporting
- Experience in internal control
- Experience in financial policy
- Experience in the preparation and presentation of analysis, advice, and recommendations to support decision-making by management
- Experience in Accounting Operations, Planning and Resources Management:
  - 1. Accounting Operations – Design, development and implementation of systems, processes and procedures that systematically record, report, analyze and track financial transactions related to revenues and expenditures.

- 2. Planning and Resource Management – Provision of advice, guidance and financial services in the areas of planning, budgeting, costing and reporting to ensure the efficient and effective use of departmental resources.

*\*Recent experience is defined as having performed similar tasks over the past year.*

#### CONDITIONS OF EMPLOYMENT

- Ability to travel as required
- Secret security cleared
- Willing and able to work overtime as required

Interested candidates are invited to submit their cover letter and resume to [l.hudson@mmiwg-ffada.ca](mailto:l.hudson@mmiwg-ffada.ca) by **February 23, 2018**. In the subject line, please indicate “**Financial Analyst**”. Your cover letter should clearly demonstrate how you meet the education and experience requirements for this position.

We thank you for your interest in working for the National Inquiry. Only those selected for further consideration will be contacted.