

# Financial Analyst

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

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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 peoples.

## **Key Activities:**

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.

## **Qualifications:**

### Language Requirements:

- English essential
- Fluency in both oral and written English and French is 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.

### 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.

### Knowledge:

- Knowledge of the Financial Administration Act and financial management policy instruments.
- Knowledge of central agencies policies and directives related to financial administration in the Government of Canada.
- Knowledge of Generally Accepted Accounting Principles (GAAP).

### Skills and Abilities:

- Ability to develop and deliver presentations to stakeholders including senior officials and working groups
- Ability to recognize and solve complex problem

### Competencies:

- Mobilize People
- Collaborate with Partners and Stakeholders
- Achieve Results

## Conditions of Employment

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

## Location of Employment

- National Capital Region

## Rate of Pay

- **\$ 66,576 to \$109,683 (FI-02/03)**

As per the Canadian Human Rights Commission's [Aboriginal Employment Preference Policy](#), the National Inquiry into Missing and Murdered Indigenous Women and Girls seeks to promote the employment of Indigenous Peoples *as its primary purpose is to serve the needs of Aboriginal people*.

Interested candidates are invited to submit their cover letter and resume to [careers@mniwg-ffada.ca](mailto:careers@mniwg-ffada.ca) by **February 15, 2019**. In the subject line, please indicate "**Financial Analyst**". Your cover letter should clearly demonstrate how you meet the language, 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.