

## Position Overview

The First Nations Financial Management Board (FMB) is a national First Nation institution created by the *First Nations Fiscal Management Act* (FMA). The FMB supports First Nations in their pursuit of social and economic well-being through the development of strong governance and financial managements systems.

Reporting to the Senior Manager, Standards and Certification (“SAC”), the Financial Analyst is accountable for performing a high-quality analysis of financial statements in accordance with the procedures, standards and guidelines approved by the Board of Directors. The Financial Analyst manages service delivery during all phases of the certification process.

## Responsibilities

- Establishes proactive, positive, and constructive working relationships with First Nation clients;
- Maintains a current record of each client’s certification progress using the FMB’s established client relationship records management system;
- Catalogue’s client documents using the FMB’s records management software;
- Responds to client inquiries related to Standards and Certification matters and processes;
- Provides assistance to the Senior Manager, Standards and Certification in the preparation of the necessary material in advance of meetings of the SAC Committee and Board of Directors;
- Collects necessary data and prepare regular reports using the FMB’s client relationship management system on the certification status of First Nation clients;
- Where required, provides input into business line strategic planning, and the continual improvements of the FMB’s policies, procedures, and operations;
- Maintains engagement file documentation in an organized and structured manner, and in accordance with established document management and retention policy;
- Collaborates with members of other FMB service lines to support organizational initiatives;
- Other duties as required, which may include:
  - Assisting with analysis of financial policies;
  - Financial and statistical collection or other similar technical research;
  - Participating on, or contributing to special projects as directed;

## Qualifications

- Minimum Post-Secondary Education combined with a CAFM designation or ACAF certificate, or be currently enrolled in the CPA PEP program;
- 1-2 years of experience in a finance or accounting role, preferably in the public or not for profit sector;
- Advanced understanding of accounting principles;
- Working knowledge of Canadian Public Sector Accounting Standards would be an asset;
- Experience with financial analysis and financial reporting;
- Advanced working knowledge of Excel;
- Strong analytical and report writing skills;
- Great organizational skills, knowledge of a document management system considered an asset;
- Proven success in a team environment;
- Experience working with First Nations in a finance or advisory role;

- Outgoing and energetic, with a strong commitment to helping clients succeed;
- Fluency in French or an Indigenous language is an asset;
- Ability to manage multiple projects and determine project urgency in a practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks effectively

Equivalent or relevant education and/or experience may be considered.

### Competencies

#### Communication

- Conveys information, both verbally and written, with confidence, consistency, effectiveness, and clarity, using active listening techniques to effectively understand and increase understanding.

#### Knowledge/Technical

- Ability to demonstrate proficiency in technical and administrative knowledge to achieve a high level of performance;
- Keeps informed about current and future trends in relevant areas.

#### Adaptability/Flexibility

- Ability to adapt and respond to the changing environment and to constructively create opportunities for change through active participation;
- Embraces change and demonstrates a willingness to learn new skills and processes.

#### Discretion and confidentiality

- Respects the confidentiality of information, spoken and written in confidence and refrains from sharing with others except on a need-to-know basis and with permission from the CEO;
- Demonstrates skills of discretion and judgement when carrying out duties.

#### Detailed and organized

- Responsive in a fast-paced environment; follows detailed procedures and ensures accuracy in documentation and data; concentrates on routine work details; organizes and maintains a system of records;
- Ability to manage multiple projects and determine project urgency in a practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks effectively.

### Working Conditions

- This position can be based in West Vancouver, BC, Winnipeg, MB, Ottawa, ON or Montreal QC. Remote working from another location may be considered;
- May require occasional national travel.