

JANUARY 5, 2026

ADVISOR, FINANCIAL PLANNING & ANALYSIS

POSITION NUMBER: 00350504

POSITION STATUS: Continuous, Full-Time

DIVISION: Finance & Administration

DEPARTMENT: Planning and Budget Analysis

SALARY RANGE: 9 – \$83,472 to \$105,682

UNION CATEGORY: PIPSC

FLEXIBILITY PROFILE: Hybrid

LOCATION: Montreal

Are you passionate about great storytelling, about exploring the issues that matter, about pushing the boundaries in new audiovisual experiences? So are we. As Canada’s public producer and distributor, the National Film Board has been telling the country’s stories and pioneering breakthroughs in virtually every field of audiovisual content since 1939. But to do this, we need a team that truly reflects the richness and diversity of Canada. If you’d like to be a part of this team—and part of the NFB’s incredible legacy—we’d love to hear from you.

SUMMARY OF DUTIES

Assists the divisions, departments and managers in the administration of financial and budgeting operations. Supports clients in preparing and monitoring annual and multi-annual budgets while ensuring compliance with applicable policies, directives and laws. Advises and trains staff on current policies in that regard. Prepares periodic and ad hoc analyses and financial reports. Develops financial models and interactive dashboards that support decision making. Helps develop applicable standards and administrative control. Helps evaluate and improve processes, systems and services offered by the Financial Operations Department.

MAIN RESPONSIBILITIES

In regard to internal clients (divisions or departments) assigned to them:

- Ensures that their clients comply with the *Financial Administration Act* and with NFB or Government of Canada policies and directives related to financial management.
- Advises and assists directors in budget preparation and monitoring; proactively advises them of any variances.
- Assists divisions in budget-balancing exercises; presents cost-analysis results, recommends solutions to balance budgets, updates tracking tools for selected solutions.
- Analyzes projects, initiatives and agreements submitted for approval and ensures that they comply with applicable policies, procedures, directives, scale agreements, laws and regulations.
- Certifies the availability of funds for the current year and future years for projects submitted for approval.
- Trains, advises and assists client managers and staff regarding NFB policies and procedures.
- Prepares periodic financial reports (monthly, quarterly and annual) required by NFB management.
- Prepares financial reports and analyses for annual audits, studies, parliamentary questions, access to information requests, etc.
- Ensures the financial management of projects entrusted to them.
- Participates in the establishment of policies, directives and administrative procedures.
- Develops and implements impact-measurement indicators; designs tools and updates metrics to monitor and evaluate the efficiency and impact of initiatives and projects.
- Identifies opportunities for optimizing data usage; ensures data reliability and coordinates dissemination of data within departments through financial models and interactive dashboards that support decision making.
- Sets rates and prepares variance analyses for recoverable units.
- Contributes to the evaluation and improvement of processes, systems and the services offered by the Financial and Administrative Management sector.

REQUIRED TRAINING, KNOWLEDGE AND EXPERIENCE

- University degree in Administration, Finance or Accounting;
- Minimum of six (6) years' relevant experience in finance, budget analysis, or financial management in a complex environment;
- CPA or CFA designation is an asset;
- Experience in the interpretation of contracts, agreements, policies, regulations and guidelines;
- Experience in cost management and management reporting;
- Experience in developing financial models, dashboards and performance indicators;
- Extensive knowledge of MS Office tools (Word, Excel, PowerPoint and Power BI);
- Experience with known financial systems such as SAP.
- Bilingualism in the official languages (French and English), both orally and in writing.

SKILLS REQUIRED

- Initiative, autonomy, adaptability; strongly oriented toward customer service and collaboration;
- Ability to analyze complex data, establish workflows and write reports;
- Strong analytical skills and ability to synthesize information;
- Focuses on seeking solutions; excellent ability to understand needs and requirements and support managerial staff;
- Ability to establish good interpersonal relationships and be effective in professional interactions;
- Excellent ability to manage multiple tasks simultaneously, with an organized, meticulous, structured and rigorous approach to work;
- Shows sound judgement, tact and discretion, and is responsible.

The NFB is committed to building a skilled, diverse workforce that's reflective of Canadian society. It promotes initiatives such as employment equity and encourages candidates to voluntarily indicate in their cover letter if they are a woman, a member of a First Nations group, Inuk, Métis, a person with a disability, or a member of a visible-minority group.

The NFB is also committed to developing inclusive, barrier-free selection processes and work environments. Feel free to advise us of any accommodation needs.

Please note that only applicants selected for an interview will be contacted.