



OFFICE OF THE LEGISLATIVE ASSEMBLY OF NUNAVUT

EMPLOYMENT OPPORTUNITY

Title: Finance Officer

Department: Office of Legislative Assembly

Community: Iqaluit

Reference Number: 01-508337

Type of Employment: Indeterminate

Salary range: \$89,483 to \$101,569 per year, 37.5 hours/week

Northern Allowance: \$16,008. per year

Union Status: Excluded

Housing: Subsidized Staff Housing is not Available

Closing date: June 14th, 2024 @ 11:59 p.m. eastern time

This employment opportunity is restricted to Nunavut Inuit who reside in Iqaluit only.

Reporting to the Manager of Corporate Services, this position was established to provide accounting, financial management and administrative support primarily to the officials and elected Members of the Legislative Assembly of Nunavut as well as the Independent Officers.

The Finance Officer, in addition to ensuring that the Assembly conforms to Generally Accepted Accounting Principles and the requirements of the *Financial Administration Act*, must also ensure that transactions are in accordance with the statutory instruments that give the Legislative Assembly its political mandate. These include the *Nunavut Elections Act*, the *Legislative Assembly and Executive Council Act*, the *Legislative Assembly Retiring Allowances Act* and the *Supplementary Retiring Allowance Act*.

The knowledge, skills, and abilities required for this job are usually obtained through a diploma in a related field with two years of relevant finance experience in a computerized environment. Experience in providing advisory services to a client(s) is also required.

The Official Languages of Nunavut are Inuktitut, English and French. Applicants may submit their resume in any of the official languages of Nunavut. Fluency in more than one of Nunavut's official languages would be considered an asset. Knowledge of Inuit communities, culture, land, Inuit Qaujimagatuqangit, Inuktitut and experience working in a northern cross-cultural environment are also considered assets.

Acceptable combinations of education and experience may be considered for this position. We encourage you to apply if you have equivalent years of education and/or experience equal to the education and experience requirements listed above.

An eligibility list may be created to fill future vacancies.

If you are interested in applying for this job, please email your cover letter and resume to IqaluitApplications@gov.nu.ca. Please include the REFERENCE # in the subject line of your email.

- The Government of Nunavut is committed to creating a representative workforce; therefore, priority will be given to Nunavut Inuit who self-identify as being enrolled under the Nunavut Agreement in accordance with the Priority Hiring Policy.
- Government of Nunavut employees serving a probationary period must obtain and provide written authorization from the deputy head of their employing department. The authorization from the deputy head must accompany your application for your application to be considered.
- Possession of a criminal record may not disqualify candidates from being considered. An assessment of the criminal record will be measured against the scope and duties of the position. This is only a requirement for positions that require a satisfactory criminal record or vulnerable sector check.
- Applicants may submit their resume in any of the Official Languages of Nunavut.
- Only those candidates selected for an interview will be contacted.
- The onus is on candidates in receipt of foreign post-secondary education credentials to have their foreign credentials assessed through a recognized Canadian education institution. Failure to do so may result in the rejection of their application.

CONTACT: Department of Human Resources
Government of Nunavut
PO Box 1000, Station 430, Iqaluit, Nunavut X0A 0H0

<https://gov.nu.ca/en/employment-training-and-career-development/job-listings>

Phone: (867) 975-6222

Toll Free: 1-888-668-9993

Fax: (867) 975-6220

Email: IqaluitApplications@gov.nu.ca