



## Careers at the Office of the Conflict of Interest and Ethics Commissioner

### Why work with us?

The Office of the Conflict of Interest and Ethics Commissioner is a small parliamentary organization that offers big opportunities.

- We are a friendly, dynamic team of about 50 employees.
- We have an important mission: helping elected and appointed federal officials avoid conflicts of interests.
- We promote innovation, collaboration, and employee growth and recognition.
- We embrace equity, diversity and inclusion, value differences, and support the full participation of all employees.
- We offer competitive salaries, excellent benefits (including a minimum of four weeks of vacation leave and extra “flexible” leave), telework possibilities, and learning opportunities.

The Office is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. Please self-identify if you are comfortable doing so, and we will keep that information confidential. If you need special accommodation at any point, please call Human Resources at 613-995-0723 or [send an email](#).

For more information about the Office, please visit our [website](#).

### About the job

**Selection process number:** 25/26-IAP-CM-07

**Title:** Financial Officer

**Positions:** Term / Secondment / Interchange

**Group and level:** ET-04

**Positions to be filled:** 1

**Salary:** \$79,465 – \$96,745

**Work environment:** Hybrid

**Closing date:** March 30, 2026, 23:59, Eastern Time

A pool of qualified candidates will be created for term positions.

## **Who can apply?**

This selection process is open to employees of a parliamentary entity, employees of the Federal Public Service and Persons employed in the Public Service of Canada. Preference will be given to Canadian citizens.

This job needs to be done in the National Capital Region. Employees work in a hybrid model. Your presence at the Office may be required on short notice.

We may give priority to candidates who identify as being part of one of the following employment equity groups: women, Indigenous peoples, racial and ethnic groups and persons with disabilities.

## **What are some of the duties of this job?**

Reporting to the Manager, Financial Services, the Finance Officer is accountable for the provision of professional financial services, that contribute to the smooth and efficient financial operations of the Office of the Conflict of Interest and Ethics Commissioner (Office). The incumbent plays a key role in the planning, development and implementation of policies, practices and system innovations that support financial services for the Office.

### **Key responsibilities**

- Ensures the timeliness, quality, integrity, and accuracy of data entered into the financial management system and compliance with established policies and regulations.
- Conducts monthly reviews of financial forecasts.
- Assists in the preparation of the Main Estimates, the public accounts data, and the financial statements of the Office.
- Prepares and processes the Office's pay file in the financial management system.
- Prepares and evaluates the requests for reimbursement of costs for divesting assets and withdrawing from activities required by public office holders while in office.

## **Your application must clearly explain how you meet these essential qualifications:**

### **Education**

Completion of a two-year post-secondary program with a major in accounting, finance, business administration, commerce or economics, or an acceptable combination of education and experience relevant to the position.

**Experience**

- Experience providing accounting operation and/or financial planning services.
- Experience providing client services.
- Experience using a financial software.
- Experience conducting financial analyses.
- Experience using Microsoft Office software applications: Excel, Word and PowerPoint.

**The following will be applied/assessed at a later date (essential for the job):****Knowledge**

Knowledge of the principles and practices of financial management within the federal public service.

**Ability**

Ability to communicate effectively in writing and orally.

**Competencies**

- Research and analysis
- Work and time management
- Adaptability
- Stakeholder relations
- Professionalism
- Team spirit and collaboration

**Language requirements**

Bilingual imperative BBB/BBB

**Assets**

- Bachelor's degree from a recognized university with a major in finance, accounting, economics, commerce, business or public administration.
- Experience managing a trust.
- Experience preparing trial balances, public accounts and financial statements.
- Experiencing establishing budgets and forecasts, preparing the ARLU and preparing main and supplementary estimates.
- Experience retrieving financial data from an automated system and preparing financial reports.

## Operational needs

Willingness to work extended hours on occasion.

## Condition(s) of employment

Security clearance: Secret

## Communication

We will contact you by email. It is up to you to check your email regularly, so you do not miss any opportunities. If you do not respond to an email within the stated time, we will not consider your application further. Also, please make sure the email address you give us is valid, works all the time, and accepts messages from unknown senders. Please note that **we will communicate only with those selected for further consideration.**

If we receive a lot of applications, we might use different strategies to manage them. We could consider applying the asset qualification or we may assess and select candidates who demonstrate the greatest breadth and depth of experience related to the merit criteria, or who best meet the qualifications and requirements of the position.

If asked, you must show proof of your education. If your qualifications are from another country, you will need to prove they are equivalent to Canadian standards. You can get more information from the [Canadian Information Centre for International Credentials](#).

In the hiring process, you can use either English or French. When applying, please indicate your preferred language.

You are responsible for any costs for moving or travelling during the hiring process.

## Interested in applying?

1. Your application must include the [application form](#) that clearly outlines how you meet the **education** and each of the **experience criteria** listed in the **essential qualifications** and the **asset qualification** if applicable as indicated in the job poster. Give relevant and concrete examples from your work history. Include specific details that explain how much experience you have, and how and when you gained it. It is not enough to simply state that you meet the qualification, or list current or past responsibilities.
2. **Applications not accompanied by the application form and your resume will not be considered.**
3. Send your application form and resume and [by email](#). Please let us know if you cannot complete the application in the format required.
4. While we thank all those who apply, **we will only contact those selected for further consideration.**

## Questions?

Contact Human Resources at 613-995-0723 or [email us](#).