



The **Library of Parliament** is a non-partisan organization providing stimulating and rewarding work in support of Canadian parliamentary democracy. We recognize that our employees are our most important asset and, as such, we offer excellent benefits, a minimum of four weeks vacation leave, learning opportunities to support professional and career development, competitive salaries, and more!

Business Support Services (BSS) provides support and services to the Library of Parliament in the areas of human resources, finance and materiel management, corporate planning, information technology, and publishing, editing and creative services.

We are currently looking for candidates to staff the following position: **Financial Systems Analyst.**

The position is responsible for the support and development of the Finance, Material Management and Corporate Planning modules of the Unit4 Enterprise Resource Planning System. The successful candidate will be required to communicate with stakeholders, identify system related challenges and propose solutions.

FINANCIAL SYSTEMS ANALYSTS

BUSINESS SUPPORT SERVICES

Determinate/Acting/Assignment/Secondment Position

and

Anticipatory Staffing

MPA-4 (\$80,890–\$95,688)

(Bilingual staffing – imperative: BBB/BBB)

NOTE: This selection process will also be used to establish a pool of prequalified candidates that could be used to staff determinate and indeterminate positions at the Library of Parliament that require similar knowledge or competencies.

For the purposes of this selection process, the competencies listed in the attached Competency Profile will be evaluated.

The following knowledge criteria will also be evaluated:

- Knowledge of the principles, theories, standards and methodologies of business analysis including the ability to analyse, solve problems and propose solutions;
- Knowledge of the methods and techniques of eliciting and understanding client requirements through various interview and solution-finding methods;

To be considered, candidates must have:

- An undergraduate degree, from a recognized university, in a field related to the duties of the position or an acceptable combination of education and experience.
- Recent* experience in the support, development or use of modules in an enterprise resource planning software.
- Recent and significant experience in providing advice, guidance and recommendations to clients and management.
- Experience in workflow or business process design.
- Experience working with a multidisciplinary team.

* Recent is understood to mean the depth and breadth of the experience normally associated with having performed a range of relevant services in the last four (4) years.

Asset Qualifications

- Recent experience in one or more of the following fields
 - Financial systems and/or financial management
 - HR systems and/or human resources
 - Reporting systems
- Experience in interpreting and/or applying legislation, collective agreements, policies and directives.
- Experience in providing training or developing training material
- Knowledge of the Parliament and/or the Public Service environment is an asset

Candidates retained in this selection process will be required to obtain:

- A successful second-language evaluation (Bilingual staffing – imperative: [BBB/BBB](#))
- A successful pre-employment screening

Additional Information:

- This selection process is open to the public and to employees of the Library of Parliament, the Senate, the House of Commons, the Office of the Senate Ethics Officer, the Office of the Conflict of Interest and Ethics Commissioner, the Parliamentary Protective Service, and the Office of the Parliamentary Budget Officer.
- This selection process will include a second-language evaluation and an interview. The interview will consist of behavioural, situational and knowledge-based questions. Candidates will be required to pass each stage in order to move to the next stage of the selection process.
- Qualified candidates from this selection process may be considered for determinate or indeterminate positions at the Library of Parliament that require similar knowledge and/or competencies.
- Education and experience requirements will be used to determine which candidates will be asked to participate in the next stage of the selection process.
- Satisfactory references and proof of education are essential conditions of appointment.
- Travel and relocation expenses are the responsibility of the candidates.
- The Library of Parliament believes that the excellence for which it is known is enhanced by nurturing an inclusive workplace that embraces diversity, values differences and supports the full participation of all employees. The Library is committed to creating and maintaining a diverse workforce reflecting the communities we live in and work in, the clients we work with, and Canadian society at large.
- Preference will be given to Canadian citizens and to permanent residents who are legally able to work in Canada. Applicants who have a valid work permit may also be considered.

Apply no later than 24 September 2020 – 11:59 p.m. (Eastern Time).

To apply, please send us your curriculum vitae, along with a covering letter indicating how you meet each of the education and experience requirements of the position. Please quote **Staffing Process 20-LOP-117** in your documents and, if you apply by email, in the subject line of your email.

Send us your application:

By email: LOPCareers-CarrieresBDP@parl.gc.ca

By fax: 613-995-9582

By mail: 50 O'Connor Street
Library of Parliament
Human Resources Directorate
Ottawa, ON K1A 0A9

Questions? Contact Human Resources at 613-542-4872 or LOPCareers-CarrieresBDP@parl.gc.ca.

We thank all those who apply. Please note that only those selected for further consideration will be contacted.