



EMPLOYMENT OPPORTUNITY

Business Analyst

No. 2026-IT-01
Internal/External



Who we are: **First Nations Finance Authority (FNFA) is consistently recognized as one of British Columbia's Top Employers**

FNFA is the only First Nation-led organization in the world leveraging private capital for a pooled-borrowing model of Nations to finance projects that build strong, healthy, and prosperous communities for generations to come.

We are a First Nations-led non-profit, financial services corporation mandated under the *First Nations Fiscal Management Act* (2005) providing affordable financing, investment management, and capital advisory services to First Nations communities in Canada. FNFA does not rely on federal government funding and is self-sufficient.

From clean energy projects to schools for our children and housing for our Elders, priorities being undertaken by FNFA's First Nation members, are creating good jobs while contributing to Canada's economy. Learn more: www.fnfa.ca.

Job Summary: Reporting to the IT Manager, the Business Analyst will play a key role in the successful implementation of FNFA's new Financial Management software. Working closely with the IT, Member Services and Finance teams, this position will gather, analyze, and document business requirements, support process improvements, and help ensure the new system meets operational, reporting, internal control, and user needs. This position would assist in the development and deployment of the New Financial Management System (FMS), which is both an IT department objective and an organizational objective. The Software Development team utilizes Microsoft Azure DevOps to coordinate our development team. The Business Analyst will create tickets within this system for tasks or issues that are identified during the testing.

Primary Job Responsibilities:

1. Work closely with IT, Member Services and Finance to gather business, functional, and reporting requirements for the new Financial Management software.
2. Lead engaging requirements sessions with IT, Member Services, Finance and other internal stakeholders.
3. Review current financial processes and identify opportunities to improve future workflows.
4. Turn business needs into documented requirements, user stories, acceptance criteria, process maps, and Azure DevOps work items.
5. Confirm requirements with stakeholders to ensure they reflect operational needs, internal controls, and project scope.
6. Maintain requirements traceability from business need through design, testing, training, and deployment.
7. Support data migration and validation by reviewing data fields, mapping needs, and business sign-off requirements.
8. Document integration requirements for connections between the Financial Management software, reporting tools, and related systems.
9. Identify gaps, risks, dependencies, and change impacts early.

	10. Manage requirement changes by documenting requests, assessing business impact, and supporting prioritization decisions. 11. Escalate key issues to the IT Manager or project leadership as needed. 12. Support user acceptance testing by linking test scenarios to approved business requirements. 13. Contribute to training and change management materials that help employees adopt the new system. 14. Prepare clear updates on requirements progress, decisions, risks, issues, and deployment readiness.
<i>Who Can Apply*:</i>	The ideal candidate will have: • Bachelor's degree or diploma in Business, Information Technology, Finance, or a related field. • A minimum of three years of experience as a Software Business Analyst, preferably supporting financial, accounting, ERP, or business systems. • Experience gathering, documenting, validating, and managing business, functional, reporting, and non-functional requirements. • Strong ability to facilitate requirements sessions, document workflows, identify gaps, and translate business needs into user stories and acceptance criteria. • Experience with data migration, data validation, integration requirements, change requests, and requirements traceability. • Familiarity with Agile, Waterfall, Scrum, user acceptance testing, issue tracking, and software implementation practices. • Proficiency with Microsoft 365 tools, including Excel, Outlook, SharePoint, and Teams; experience with Azure DevOps, Jira, or similar tools is an asset. • Familiarity with SQL, Microsoft Azure, software development concepts, test management tools, and deployment processes is an asset. • Excellent communication skills • Excellent interpersonal skills. • Strong organizational skills with keen attention to detail. • A professional, responsive, and positive attitude is essential. • Resourcefulness, flexible and adaptable. • Experience in accounting and finance are considered an asset.
<i>Starting Compensation:</i>	\$75,600 - \$94,500 (dependent on qualifications and experience)
<i>Benefits:</i>	• Work/life balance - our workdays are typically 8:00 am to 4:00 pm, weekdays • Retirement contributions of 6% • 100% Employer paid extended health benefits • Generous paid time off • Employee wellness programs • Career development (FNFA believes in mentorship and professional development)
<i>Location:</i>	The successful candidate will work in the FNFA offices in Westbank, B.C.
<i>Duration:</i>	Full-time position for one (1) year. Possibility of extension upon successful completion of term.
<i>Application process:</i>	Please email your resume and cover letter with three work-related references of immediate supervisors to: careers@fnfa.ca

We thank all applicants for their interest, however, only those candidates selected for interviews will be contacted. FNFA may cancel, postpone, or revise employment opportunities at any time.

This is a new position.

*Qualified persons of Indigenous ancestry will be given preference in accordance with Section 16.1 of the Canadian Human Rights Act and Section 41.1 of the B.C. Human Rights Code; therefore, please self-identify in your cover letter.

*Application
Deadline:*

Open until filled.

FNFA does not use artificial intelligence (AI) tools or agents to screen, assess or select applicants.