

OCTOBER 9TH , 2026

INTERNAL AUDITOR

POSITION NUMBER: 00424683
POSITION STATUS: Continuous, Full-Time
DIVISION: Finance and Administration
DEPARTMENT: Finance Management
SALARY RANGE: 09 (under review) – \$83,472 to \$105,682
UNION CATEGORY: PIPSC
FLEXIBILITY PROFILE: Mostly On-Site
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

Analyzes the control environment and financial, operational and compliance risks, as well as organizational issues, to identify areas of risk and recommend appropriate audit priorities, scope and approaches to the relevant management authorities. Plans, organizes, documents and conducts audit work for each mandate to assess the effectiveness, efficiency and compliance of the processes, internal controls and financial-management practices at the National Film Board of Canada (NFB). Analyzes financial and operational risks, identifies control deficiencies and makes recommendations to strengthen governance, risk-management and control mechanisms. Prepares and presents audit reports, follows up on corrective actions and collaborates with the NFB’s various departments to promote continuous improvement of the organization’s processes, internal control framework and financial management.

MAIN RESPONSIBILITIES

- Assesses the control environment and key financial, operational and compliance risks to identify areas, activities and processes requiring audit attention, and recommends appropriate audit priorities, scope and approaches to the relevant management authorities.
- Plans, organizes and conducts risk-based internal audit mandates in accordance with recognized professional standards and practices; defines the objectives of mandates and develops the tools necessary to carry them out.
- Evaluates the effectiveness, efficiency and compliance of financial and administrative processes, as well as the design and effectiveness of internal controls.
- Analyzes financial, operational and compliance risks, conducts interviews, reviews transactions, data and systems, and identifies gaps, anomalies and opportunities for improvement.
- Documents findings, assesses causes and impacts, develops and recommends appropriate solutions, and prepares audit reports for management and stakeholders.
- Monitors the implementation of recommendations and evaluates the effectiveness of corrective actions.
- Provides advice on internal control, risk management, compliance and process improvement.
- Contributes to the development and improvement of the NFB’s policies, procedures, internal control mechanisms, analytical tools and audit practices.
- Collaborates with the NFB’s various departments as well as with external audit teams and central agencies, as required.
- Monitors legislative, regulatory and government changes that may have an impact on the NFB’s activities, controls and management practices.

REQUIRED TRAINING, KNOWLEDGE AND EXPERIENCE

- University degree in Finance, Accounting or equivalent;
- CPA, CIA or other relevant professional designation in auditing;
- Minimum of five (5) years' relevant experience in auditing, accounting or finance;
- Bilingualism in the official languages (French and English), both orally and in writing.

SKILLS REQUIRED

- Initiative, autonomy, good judgment, critical thinking and adaptability; strongly oriented towards collaboration;
- Excellent ability to manage multiple mandates simultaneously, with an organized, meticulous, structured and rigorous approach to work;
- Ability to establish good interpersonal relationships and to be effective in professional interactions;
- Discretion, strong ability to synthesize, analyze and explain complex concepts in simple terms;
- Excellent communication skills, both orally and in writing.

Qualified candidates who are interested in this position are invited to submit their application online, via the web page [Work at the NFB](#), by **OCTOBER 30, 2026**.

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.