



National Indigenous
Fire Safety Council Project
Projet du conseil national
autochtone de la sécurité-incendie

Request for Proposals Independent Auditor – RFP #2022-07

Request for Proposals: National Indigenous Fire Safety Council Research Initiatives

Project Description:

The National Indigenous Fire Safety Council is the result of a new Indigenous developed framework designed to support Indigenous communities in the development of their internal capacity to support community safety and resiliency. The NIFSC is Indigenous inspired, designed and led in collaboration with regional and national Indigenous communities, organizations, and leaders. Oversight for the NIFSC is provided by the Aboriginal Firefighters Association of Canada (AFAC).

The NIFSC and AFAC are requesting proposals for an independent auditor to oversee its annual auditing process as required by its funder Indigenous Services Canada. The annual audit is an independent, objective assurance and advisory activity established by AFAC, NIFSC and ISC with three main targets: value creation, risk mitigation, and cost reduction. The overall objective is to act as an independent assurance to the NIFSC and AFAC Board of Directors and to support senior management as independent business advisor.

The scope of Internal Audit includes all operations and processes as well as all management and organizational levels of the NIFSC and AFAC. This function will analyze and evaluate the performance of selected financial, operational, and managerial processes to identify risks and areas for improvement, provide reasonable assurance of compliance to relevant regulations, laws and standards, and provide value by helping the organization to reach stated targets.

Major Areas of Responsibility:

- > Conduct audit independently with integrity in line with applicable standards
- > Plan, organize and schedule own workload so that audit activities are completed accurately and on time, including selected follow-up to secure implementation of committed corrective actions.
- > Collect, examine, analyze, and verify data and information about the organization's systems and processes by reviewing manuals, policies, reports, financial statements, and other written materials, and by interviewing organizational members where required.
- > Prepare audit reports that accurately document the audit process and its findings in a way that ensures the content is understood by the receiver
- > Submission of audit consistent with Indigenous Services Canada reporting requirements
- > Regular interaction with the Executive Director and Finance Officer

Qualifications and Experience

- > Experience in modern audit tools, such as data analysis.
- > Experience in audit management
- > Experience working with non-profit organizations
- > Ability to make professional judgements as part of the daily work.
- > Ability to communicate in a professional and modern way in speech and writing.





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Proposal Requirements:

Proposals will be evaluated based on the merit of the information contained in the proposal. Submit a one-page proposal including the following information:

- > RFP number **RFP #2022-07**
- > Summarize the key items that need to be accomplished
- > Deliverables: List the associated deliverables to complete the audit
- > Budget: Include an itemized budget on how resources will be allocated

Closing Date:

The candidate will be selected from qualified applicants. Posting will close April 24, 2022 but may be extended if not filled. The desired start date is May 2, 2022.

How to Submit Proposals:

Please respond with any questions. Proposals can be submitted by email to HR@indigenousfiresafety.ca.

AFAC is an equal opportunity organization and encourages Expression of Interests responses from any community.

