



**Job Advertisement  
Vice-President, Finance and Administration**

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**VICE-PRESIDENT, FINANCE AND ADMINISTRATION  
Competition Number 20-47**

As Canada's only polytechnic university, we offer you the opportunity to make a positive impact on your community through a meaningful career working in a collaborative and inclusive culture. Join us and put your thoughts into action.

**About Kwantlen Polytechnic University**

At Kwantlen Polytechnic University (KPU) we combine academic excellence with practical, hands-on and experiential learning opportunities that prepare our graduates for successful and rewarding careers, while also providing them with the critical understanding necessary for good citizenship.

We ensure that our graduates are prepared for a lifetime of learning and re-learning so they can adapt to the fast pace of change in the workplace and in society at large.

Located in the Lower Mainland region of British Columbia, KPU offers a diverse range of credentials – including certificates, citations, diplomas and bachelor's degrees – designed to successfully meet the evolving needs of regional and global employment markets. We offer work-integrated and service learning, connections to business and industry, and a supportive learning environment.

Our post-baccalaureate and graduate diplomas further enhance opportunities for working professionals to augment their knowledge and skills.

With programs in Arts, Business, Science and Horticulture, Health, Design, Trades and Technology, English language studies, adult upgrading and qualifying studies, KPU has proudly served the South Fraser Region of the Lower Mainland since 1981.

KPU has five campuses: three in Surrey, and one each in Richmond and Langley, with nearly 1,500 employees and over 20,000 students.

**The Position**

KPU is seeking a Vice-President Finance and Administration (VPFA). This position is responsible for the overall leadership of KPU in a manner that achieves its goals and objectives. The position is responsible for providing proposals, reports and recommendations to the Board of Governors, and its Finance and Audit Committee, as directed by the President. The VPFA provides support to the Board of Governors and its committees in the fulfillment of its governance responsibilities. This position contributes to the development, and has shared responsibility for, the successful implementation of a strategic plan that establishes goals, identifies key strategic issues and sets objectives and plans. In the context of KPU's strategic and operating plans, the VPFA recommends annual personal performance objectives to the President and reports on progress against those objectives quarterly and annually. At the request of the President, the VPFA represents KPU's interests to government agencies, school boards and other community groups. As well, the VPFA represents KPU to the Ministry of Advanced Education and Skills Training and to other educational institutions and associations.

An accomplished leader in a post-secondary environment, the VPFA will have ideally earned a Master's degree and have experience leading a successful finance and administration strategy preferably in a

complex, unionized public sector organization. Drawing upon past successes in a field with a significant administrative profile, the successful candidate will have a proven track record of leading cross-functional teams in planning, project management, budgeting and process improvement, and will possess the ability to engage, inform and influence.

This is an exciting opportunity for a visionary and innovative leader to understand the challenges inherent in providing leadership in an academic environment where a high degree of consultation and collaboration is not only desirable but a requirement. They will appreciate that the primary goal of KPU is to provide an excellent level of educational experiences and services to students as well as supporting the educational requirements of the communities served by the University.

This role reports to the President, and has executive responsibility for the functions of Finance and Procurement Services, Information and Educational Technology, Security and Emergency Planning, Campus and Community Planning, Facilities, daily operation of KPU's five campuses, and Ancillary Services.

### **Want to know more?**

Please visit our website to view the full position profile.

### **Who are we looking for?**

- A range of senior and/or mid-level administrative experience in public administration.
- Demonstrated record of sound financial management.
- Senior level labour relations experience that includes complex issues in administering collective agreements.
- Strong communication skills, demonstrated in complex work environments, with a proven ability to hold dialogues with a wide variety of stakeholders, an ability to listen to concerns and to build confidence through follow-up actions.
- Demonstrated decision-making capacity together with an ability to ensure effective decision-making within a collegial environment.
- Effective organizational, problem-solving, planning and analytical skills; demonstrated use of sound judgment and reliable decision making.
- Superior organizational skills and a high degree of self-motivation and business acumen.
- Demonstrated ability to present to and converse with senior stakeholders, including discussions with the Board of Governors.
- Experience managing multi-year, operational and capital budgets at the organization level.
- A proven track record of leading cross-functional teams in strategic planning, project management, budgeting and process improvement; possesses the ability to engage, inform and influence.
- Intercampus travel is required, possession of a valid driver's license and access to a vehicle is preferred.
- Willingness to travel domestically and internationally.

### **What education & experience should you have?**

- Graduate degree preferred in a relevant discipline.
- Professional designation required, CPA preferred.
- A minimum of ten (10) years in a Finance and Administration leadership position at a senior level.
- Experience in a complex, unionized public sector organization is required.
- Experience working in a post-secondary environment is preferred.

**The Location:**

KPU is a multi-campus institution, frequent travel between campuses will be required.

**Ready to Apply?**

To apply for this role, please email your cover letter and resume to [employ@kpu.ca](mailto:employ@kpu.ca)

Please include a cover letter and resume by April 3, 2020.

For inquiries or recommendations related to this position, please contact:

Kim Hunter  
Human Resources Business Partner  
Phone: 604-599-2018  
Email: [kim.hunter1@kpu.ca](mailto:kim.hunter1@kpu.ca)

**Important:**

To help us process your application as quickly as possible, ensure your email subject line is written using the following format: Last Name-First Name, Competition Number XXXX. For example, "Doe-John, Competition Number XXXX"

Please submit a separate email and resumé for each competition to which you are applying. Ensure you have clearly marked each email and resumé with your last name, first name, and the appropriate competition number.

*The University welcomes and encourages applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. If you require an accommodation through our hiring process, please include your request in the application email.*

*We thank all applicants for their interest in employment with KPU. Only those selected for an interview will be contacted.*

*Kwantlen Polytechnic University is committed to protecting the safety and welfare of employees, students, and the general public, and upholding the reputation and integrity of the University. For this reason, final applicants will be asked to undergo a background check.*