



JOB DESCRIPTION

We at Kwantlen Polytechnic University respectfully acknowledge that we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem, and with the lands of the Kwantlen First Nation, which gifted its name to this university.

POSITION TITLE: Associate Vice President, Finance

DEPARTMENT: Finance

DATE CREATED: May 2023

DIVISION/FACULTY: Office of the CFO

DATE REVISED: October 2024

ORGANIZATIONAL STRUCTURE

This role reports to the Chief Financial Officer. Reporting directly to this position are the two Directors of Financial Services, Director of Procurement and Confidential Assistant, Financial Services.

PRIMARY FUNCTION

The Associate Vice President (AVP), Finance provides leadership and management of financial operations and reporting at KPU, modernizing and streamlining the University's budgeting, reporting, procurement, internal controls and financial systems. The AVP, Finance provides strategic and tactical insight to assist in the development of the University's annual and long-term operating and capital budgets, as well as assists in generating cash flow projections and investing funds in short and long-term options. The AVP, Finance has management accountability for the financial operations of the organization, and ensures that the Chief Financial Officer has access to timely, meaningful, and accurate financial information for executive leadership and governing bodies.

KEY RESPONSIBILITIES

1. Supervises and provides leadership to direct reports by coaching and modeling key behaviours/strategies, encouraging dialogue and providing guidance and advice to facilitate resolutions to work issues. Assists team members to define shared and individual goals, meet target dates and ensure alignment of team goals. Monitors and assesses performance.
2. Assists in the development of the Financial Services leadership team (including Operations, Budget and Planning and Reporting teams) to coalesce a cohesive unit to drive and optimize the performance for the department, and establish Financial Services as a valued service-oriented partner/resource for key parties across the institution.
3. Contributes to effective employee and labour relations by administering the collective agreement(s), representing management in the grievance process and consulting with Human Resources regarding collective agreement interpretation, as appropriate. Provides input to management negotiating teams for collective bargaining purposes, as needed.



4. Oversees, implements and evaluates financial reporting systems, budgeting, operations, policies, procedures, communications and contracts within the Finance Department and, where appropriate, within the University. Apprises the Chief Financial Officer with regular updates on the management of such financial operational activities.
5. Oversees, supports and directs the planning, development and implementation of University operations, ancillary, and furniture / equipment capital budgets, in accordance with regulatory requirements.
6. Oversees the review, analysis and monitoring of University budgets on an ongoing basis, in accordance with regulatory requirements.
7. Plans year-end and special audits including working papers, financial statements and liaises with external auditors, in accordance with regulatory requirements.
8. Implements and monitors internal controls to ensure financial accountability in areas across KPU.
9. Interacts as peers with Deans, Directors and other AVPs, providing financial consultation, direction and guidance.
10. Interacts with personnel from other universities, the Ministry of Post-Secondary Education and Future Skills, and external consultants on the development of financial, budget, operational, procurement and funding issues.
11. Acts as a resource person to the President, Chief Financial Officer, Vice Presidents, KPU Foundation Board and the University; makes financial presentations and attends governance meetings as required.
12. Ensures policies and procedures are in place to safeguard University resources.
13. Monitors cash balances and requirements; arranges the placement of University investments.
14. Exercises signing authority on behalf of the University for certain expenditures and assumes the duties of the Chief Financial Officer as and when required.
15. Establishes tactical and operational plans for the Division, and assists in the development and implementation of its strategic plan.
16. Assists the CFO with the development, implementation and evaluation of resource allocation and financial management for the Finance Department.
17. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
18. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.



QUALIFICATIONS

EDUCATION & EXPERIENCE

- Relevant Graduate degree plus a Canadian professional accounting designation in good standing or an equivalent combination of education and professional experience;
- Minimum of 12 years of finance experience and at least 5 years senior and/or mid-level administrative experience in public sector finance and accounting;
- Experience managing an investment portfolio is required;
- Financial audit experience is required;
- Experience in leading budget processes and working with budgets in the public sector is preferred;
- Experience with reporting information to boards and committees in accordance with policy and governance;
- Or an equivalent combination of education, training and experience.

KNOWLEDGE, SKILLS and ABILITIES

- Politically astute. Identifies potentially contentious issues and deals effectively with them while exercising tact and diplomacy;
- Experience in dealing with competing agendas and diverse opinions, and has drawn upon their intuition, conceptual skills and leadership skills to find the best solutions;
- An understanding of and an appreciation for complex, unionized public sector organizations is preferred; experience in and knowledge of post-secondary educational institutions is an asset;
- Proven track record of innovative and strategic decision making, as well as experience in leading an organization to achieve aggressive performance goals;
- Ability to deal effectively and diplomatically with people at all levels in an organization;
- Possesses excellent business acumen and an appreciation for efficient operations;
- A forward thinker with the ability to translate strategic objectives and operational plans into action; able to prioritize and set plans to reach the financial objectives;
- Superior verbal and written communication skills. Is confident in making presentations to all levels;
- Ability to analyze problems and opportunities, establish facts and draw valid conclusions quickly, appropriately and under pressure;
- Ability to organize and analyze large amounts of information;
- Ability to see the big picture – strong results and bottom-line orientation;
- Ability to be decisive and willing to make difficult decisions when needed;
- Excellent interpersonal skills; can build and maintain trust and effective working relationships;
- Collaborates in a meaningful, productive way. Understands where the line is between collaboration and decision making and acts accordingly, ensuring the proper communication and follow-up along the way;



- Practices open and effective dialogue to ensure the exchange of ideas and information; Ability to travel between campuses is required.

COMPETENCIES

- **Leadership:** KPU employees inspire, coach, mentor, and support students, employees and KPU as a whole in achieving objectives.
- **Accountability:** KPU employees demonstrate fiscal accountability and take ownership for their actions, decisions and results.
- **Continuous Improvement:** KPU employees take a creative approach to opportunities, exploring unique ways to create optimal value for the KPU community.
- **Collaboration:** KPU employees work in functional and cross-functional teams, coming together to solve complex issues and accomplish objectives that will benefit the KPU community.