



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: Vice-President Finance and Administration

DEPARTMENT: Finance and Administration

DATE CREATED: January 2026

DIVISION/FACULTY: Finance and Administration

DATE REVISED:

ORGANIZATIONAL STRUCTURE

This position reports to the President and Vice Chancellor. Reporting directly to VP, Finance and Administration (VPFA) are the Associate Vice President, Finance, Chief Information Officer (CIO), the Associate Vice President Campus and Community Planning, the Executive Director Facilities, the Divisional Business Manager and the Executive Assistant. The Director, Internal Audit reports operationally to the VPFA.

PRIMARY FUNCTION

The Vice-President Finance and Administration is the Chief Financial Officer of the University and has executive responsibility for the functions of Finance and Procurement Services, Information Technology, Campus and Community Planning, Facilities, daily operation of KPU's five campuses, and Ancillary Services. As a member of the senior leadership team, the VPFA has shared responsibility 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.

KEY RESPONSIBILITIES

1. Acts as the President's principal advisor regarding those areas under their jurisdiction. Keeps the President informed about key matters under this portfolio, and provides trusted counsel and advice to the Senior Management Team.
2. 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.

3. Fosters an environment of creativity, collaboration and a strong service excellence culture. Inspires, motivates, and guides team members by fostering commitment, team spirit, and trust.
4. Involved in setting overall direction and strategy and makes operational decisions with respect to collective bargaining, grievance and complaint resolution.
5. Plans, develops, implements and evaluates the division's strategic road map. Develops and implements short- and long-term goals and objectives to ensure the delivery of effective and efficient services. Identifies business challenges and uses data analysis to help influence changes to the operations, process or programs.
6. Represents KPU on special initiatives or task forces at the provincial, national, or international levels.
7. Attends and provides advice as requested at all public, in-camera meetings and at required sub-committee meetings of the Board of Governors.
8. Informs KPU personnel of developments as they occur and arise from action or discussion by the Board of Governors, committees and government ministries.
9. Responsible for budget development and the presentation of the University budget to the Senate for its review and to the Board of Governors for its approval. Responsible for the review, analysis and monitoring of University budgets on an ongoing basis
10. Responsible for financial policy development, review and revision.
11. Responsible for the executive management and investment of the University's funds, and ensures the University's financial performance is consistent with established financial plans and budgets.
12. Responsible for signing authority for major contracts, purchase orders and expenditures.
13. Manages external relationships with a range of key parties, including Assistant Deputy Ministers and senior leadership at the Ministry of Advanced Education, Ministry of Infrastructure, Finance Ministry, , senior bankers, and investment managers.
14. Manages the University's relationship with its external auditors and reports to the Board of Governors on the University's financial statements. Oversight of year-end and special audits



including working papers, financial statements, management's discussion and analysis and liaises with external auditors.

15. Oversees and leads policy development and strategic planning for all areas within the Administration portfolio.
16. Holds executive accountability for cybersecurity as a major institutional risk; provides strategic oversight to the IT department through the CIO
17. Develops departmental budget allocations, and is accountable for all expenditures related to the portfolio, works collaboratively with inter-departmental leads in the preparation of the operating and capital budgets in portfolio.
18. Sets strategic objectives and oversees campus master planning as well as the planning and development of new campus buildings, all in consultation with key parties across KPU.
19. Reviews and approves plans, submissions and contracts to ensure that sufficient resources are available to support major campus developments
20. Communicates and negotiates with senior Ministry officials and their counterparts in municipal governments in the region to ensure that required government approvals are obtained in a timely manner.
21. Develops a long-term strategy for property acquisition and sale and manages the purchase and sale of property for the University.
22. Involved in designing university-wide planning exercises as well as overseeing divisional and departmental planning processes.
23. Directs divisional and departmental planning to ensure that institutional goals and objectives are supported and that resources are adequate and are provided in a timely manner.
24. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
25. Contributes to and promotes a safe, equitable, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

QUALIFICATIONS



EDUCATION & EXPERIENCE

- Graduate degree preferred in a relevant discipline;
- Certified Professional Accountant (CPA) Designation 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 preferred;
- Experience working in a post-secondary environment is preferred;
- Or an equivalent combination of education, training and experience.

KNOWLEDGE, SKILLS and ABILITIES

- Demonstrated senior leadership abilities, including establishing vision, developing strategic plans, and evaluating effectiveness.
- Senior level labour relations experience that includes complex issues in administering collective agreements.
- Demonstrated confidence, personal integrity, exceptional negotiation skills and outstanding interpersonal skills that enhance their ability to build and maintain working relationships with a variety of key parties.
- Demonstrated ability to provide effective customer or client service, including resolving inquiries and maintaining positive relationships.
- Strong communication skills, demonstrated in complex work environments, with a proven ability to hold dialogues with a wide variety of key parties, an ability to listen to concerns and to build confidence through follow-up actions.
- Strong interpersonal and intercultural skills; an appreciation for diversity and adaptability to different groups and cultures.
- 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 key parties, 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.
- Willingness to travel domestically and internationally.
- 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.