



Job Category:	Executive
Job Code:	JC100058
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Pay Grade:	19

JOB DESCRIPTION

VICE-PRESIDENT, FINANCE & ADMINISTRATION

NATURE AND SCOPE OF WORK

Reporting to the President, and as part of a high-functioning and collaborative leadership council, the Vice-President, Finance & Administration (VPFA) serves as the advisor to the Board on financial matters, capital projects, and information technology. As chief financial officer, the Vice-President ensures the current and long-term effectiveness and sustainability of all financial functions of the university and its Foundation, providing pathways to realize the priorities of the institution. The VPFA has executive accountability for Finance, Treasury, Procurement, Contract Services, Enterprise Risk Management, Information Technology, Capital Planning, Major Capital Projects, and related administrative functions. In addition, the VPFA oversees an integrated portfolio that includes information technology, risk, and contract services, providing a wide array of enabling services to Capilano University.

The VPFA is a collaborative, innovative leader and change-maker who looks beyond the numbers and identifies opportunities to support teaching and learning. The VPFA aligns with the mission, vision, and values of the university and thrives in a values-driven organization, working in partnership with a variety of constituent groups. They bring many years of senior financial leadership and a proven track record of effectively working with diverse groups toward a shared vision. In the VPFA role, the incumbent demonstrates the ability to produce practical financial information that supports informed decision-making by senior leaders, and applies expertise in enabling new ideas through the effective allocation of resources. In addition, they bring experience in large capital planning and project implementation, along with sound knowledge of how to integrate people and systems into the overall operations of a large and complex institution.

ILLUSTRATIVE EXAMPLES OF DUTIES

- As a member of the Executive Leadership Team, provides leadership, vision and strategic direction to a broad range of initiatives and issues across the university. Supports the actualization of the long-term vision and strategic plans consistent with the values of Capilano University and implements, monitors, and evaluates the organization's processes and systems required to action the strategic and academic plans.

- Serves as a key strategic advisor to the President, Board of Governors, and Executive Leadership Team on financial sustainability, enterprise risk, capital investment, technology modernization, and organizational effectiveness.
- Acts as the primary executive liaison to the Board Finance and Audit Committee, supporting effective governance through transparent financial reporting, risk oversight, investment stewardship, and strategic capital planning.
- Works with colleagues and partners to look at new ways of approaching traditional problems or issues. Takes an entrepreneurial approach and enables creative thinking across the finance and administration team.
- Ensures institutional financial, capital planning, facilities, technology, and Foundation reporting capabilities that provide timely and relevant information for management decision making across campus.
- With the AVP, Facilities & Campus Planning, leads the development and implementation of Capilano's Campus Master Plan, ensuring stakeholder engagement and alignment, and involving traditional and non-traditional partners.
- Provides executive sponsorship and governance oversight for major capital projects, ensuring effective project controls, stakeholder engagement, regulatory compliance, risk management, and alignment with institutional priorities.
- Leads the development of multi-year financial strategies that support institutional sustainability, enrollment growth, academic priorities, and prudent stewardship of public resources.
- Partners with the CIO to advance the University's digital strategy, cybersecurity posture, data governance, enterprise systems modernization, and technology-enabled service delivery.
- Works in a collaborative style with the provincial government to foster efficiencies and innovations within the university and across the sector.
- Works in partnership with Indigenous Nations, communities, leaders, and knowledge keepers to advance reconciliation, strengthen relationships, and ensure capital planning, facilities development, and administrative services reflect the University's commitments to Indigenous inclusion and cultural safety.
- Oversees the preparation, management, and monitoring of the University's and Foundation's investments.
- Works to maintain a respectful work and learning environment.
- Builds and sustains a high-performing, inclusive, and accountable leadership culture that develops talent, encourages innovation, and supports employee engagement across the portfolio.
- Establishes and maintains strong positive working relationships that foster and influence the organization's cooperative and respectful relationships with internal and external constituencies.
- Participates on university project teams and committees with a view to constructively finding solutions to organizational problems and challenges.
- Builds trust and meaningful relationships across the organization.

REQUIRED TRAINING AND EXPERIENCE

- Master's degree in Business Administration, Finance, Public Administration, Leadership, or a related discipline.
- Minimum 10-15 years of progressively senior leadership experience, including significant executive-level responsibility for finance, administration, capital planning, and organizational transformation. Experience in both the public and private sectors is an asset.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Strong business acumen: Able to develop strategies and provide guidance to assist the organization in meeting its challenges and objectives.
- Has a solid understanding of multi-site operations and is adaptable to a changing environment.
- Entrepreneurial mindset: Sees the possible and looks for creative solutions to overcome sometimes entrenched challenges. Can balance vision and innovation with implementation and a detail orientation.
- Extensive knowledge of financial systems, budgetary processes and administrative models.
- Demonstrated experience with large capital and infrastructure projects. Has been responsible for a portfolio that includes significant land assets and has demonstrated success in leveraging those assets fully.
- Thorough understanding and knowledge of risk management at both corporate and business unit levels. Able to take calculated risks and is comfortable being held accountable for those risks.
- Experience developing and implementing capital and operating plans, monitoring results against the plans and initiating corrective recommendations.
- Possesses a clear sense of direction and is able to articulate thoughts and visions in a concise and inspiring manner.
- Politically astute: Able to identify potentially “hot” issues and deal effectively with them while exercising tact and diplomacy.
- Excellent judgement with a high level of business ethics and personal integrity. Confident, decisive and dynamic.
- A strong leader who can guide a team of professionals and find synergies across diverse portfolios.
- Possesses superior oral and written communication skills. Understands the need for open and direct dialogue with staff, executive and stakeholders.
- Demonstrated ability to deal appropriately with individuals at all levels.
- Demonstrated ability to command the respect of the Board, government officials and the public.

LEADERSHIP COMPETENCIES

Strategic Leadership

Ability to think strategically and translate long-term objectives into executable plans.

Relationship Building

Builds trusted partnerships with government, Indigenous communities, Board members, employees, students, unions, and external stakeholders.

Change Leadership

Demonstrated success leading complex organizational and cultural change initiatives.

Political Acumen

Navigates complex governance, regulatory, and stakeholder environments effectively.

Systems Thinking

Understands interconnected organizational systems and makes decisions that optimize institution-wide outcomes.

Financial Stewardship

Demonstrates exceptional judgment in managing public resources and balancing competing priorities.

REQUIRED LICENCES AND CERTIFICATIONS

- Holds a Chartered Professional Accountant (CPA) designation in good standing with the CPA British Columbia, or equivalent senior financial leadership credentials.