

UNBC UNIVERSITY OF
NORTHERN BRITISH COLUMBIA



**Opportunity:
Vice-President,
Finance and
Administration**

University of Northern British Columbia

The Opportunity

University of Northern British Columbia (UNBC) is seeking a new Vice-President, Finance and Administration (VPFA) to provide exceptional leadership and foster collaboration across the University. The VPFA will lead finance and operational priorities, drive administrative strategies, and champion transformational change to strengthen UNBC's community and organizational performance. Reporting to the President & Vice-Chancellor, and with the highest level of fiscal and operational responsibility in the University—the VPFA is responsible for the operational and financial success and stewardship of UNBC.

Overseeing a varied and sizeable portfolio, the VPFA will be a relationship-focused leader delegating effectively and building high-performance teams, all the while being a strong strategic advisor to the Senior Executive Team and the Board of Governors. They will model ethical leadership, support collegial governance, and foster an engaged, healthy culture rooted in respect, integrity and inclusivity.

With a strong foundation and considerable institutional momentum, as well as an engaged and motivated multi-functional team, this is an outstanding opportunity for a progressive finance and administration leader to take a thriving university to the next level. With a focus on transformation and customer service, the VPFA will emphasize team development and succession planning to create an administrative portfolio that enables UNBC's academic mission.

About UNBC

UNBC provides outstanding undergraduate and graduate learning opportunities that explore cultures, health, economies, sciences, and the environment. As one of BC's leading research-intensive universities, UNBC brings the excitement of new knowledge to its students, and the outcomes of its teaching and research to the world. Home to 3,500 students, UNBC has been annually recognized as one of Canada's top three primarily undergraduate universities for the past decade and year-over-year appears in Research Infosource's Top 50 Research Universities annual rankings.

UNBC is a university both in and for the North. This mission has instilled a strong sense of ownership, purpose, and adventure among its students, alumni, faculty, staff, and the communities it serves. UNBC is also Canada's Green University™, leading the way to a more sustainable future for all.

UNBC maintains close engagement with northern communities, industry partners, and Indigenous communities, ensuring that teaching and research are informed by real-world challenges and regional priorities. This collaborative approach strengthens knowledge exchange, supports economic and technological growth, and enhances UNBC's role as a trusted and valued presence across northern British Columbia.

To learn more, please visit [UNBC's website](#).



UNBC's Northern BC Campuses

UNBC's main campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia. BC's northwest is home to two UNBC campuses: Prince Rupert and Terrace along with course offerings in communities including Houston, Smithers, Hazelton and New Hazelton, Stewart, Kitimat, Nass Valley, and Haida Gwaii. Peace River-Liard campus is in Fort St John, located in northeastern BC, and services 60,000 people in the communities of Dawson Creek, Tumbler Ridge, Chetwynd, Hudson's Hope, Fort Nelson and all points in between. The South-Central campus serves an area from 100-Mile House to Valemount to Burns Lake. Located in Quesnel, UNBC shares a stunning campus with the College of New Caledonia.

The VPFA job is based at the Prince George campus. Prince George is a mid-sized city of about 80,000 people located in northern British Columbia. Surrounded by tree-covered hills and a short drive in all directions from the beautiful BC outdoors, Prince George has the amenities of a larger city mixed with the charm and friendliness of a smaller town. Due to being the largest city in the surrounding region and its wide variety of employment options, Prince George serves as a dynamic hub for northern BC.

To learn more, please visit [City of PG](#) | [Move Up Prince George](#) | [Tourism PG](#) | [PG Chamber of Commerce](#) | [Theatre Northwest](#) | [PG Symphony Orchestra](#) | [PG Clubs and Organizations](#)





The Role

The VPFA is relied on to ensure the management and service focus of the units below supports the academic and research missions of the University.

VPFA Departments:

Equity, Diversity, Inclusion and Accessibility (EDIA)

IT Services

Financial Services

Risk, Strategy and Transformation

Planning and Budgeting

Facilities Management and Capital Planning

Purchasing and Contracts

Sustainability and Energy Management

Human Resources

Ancillary Services

Shared Services

Land Trust Initiative





Candidate Qualifications

We are seeking a Vice-President, Finance and Administration who will bring several years of experience in progressively senior roles related to the VPFA portfolio. They will bring strong experience navigating complexity and providing compelling, sustainable solutions to challenges that arise within various portfolios, within a unionized environment.

All candidates are encouraged to apply and, in so doing, share how they see themselves adding value to UNBC. The following credentials, characteristics and experiences are important:

Characteristics

- Humility and empathy.
- A commitment to collegiality.
- The confidence to stand firm on issues when appropriate.
- Broad equity, diversity, inclusion and accessibility wisdom.
- Deep understanding of the ongoing effects of colonization on Indigenous communities.
- Integrity, respect, excellence and competence.
- A consultative leader who builds and maintains relationships through collaboration, consensus and collegiality.
- A vision for the future and an ability to persuasively communicate to achieve desired goals.
- Depth in strategic and systems thinking, evidence-based decision making and ability to make difficult decisions.
- An ability to bring out the best in others.

Experience

- A strong academic foundation and advanced training in finance, accounting, public administration, business, or a related field (e.g., B.Comm., MBA, MPA, CPA) are highly valued.
- Several years of experience in progressively senior roles leading multi-functional portfolios, preferably in a post-secondary or complex, public sector environment.
- Experience navigating complexity and providing compelling, sustainable solutions to challenges that arise within multi-function portfolios, with deep expertise in integrated budgeting and planning.
- Demonstrated experience with working in a unionized environment, including collective agreement negotiations and grievance processes.
- Demonstrated experience in leading, developing, and supporting an effective management team.
- Experience building relationships within a multilayered environment and as a result, supporting the delivery of diverse goals from several areas of responsibility.
- Deep strategic and technical abilities in a variety of areas.

Knowledge

- Demonstrated experience working with Indigenous communities, with a deep understanding of the continued impact of colonization, and the implications of institutional decision-making on Truth and Reconciliation.
- Understanding of the principles of anti-racism, equity, diversity and inclusion, and the ability to apply these principles through the lens of decolonization, anti-racism, equity, diversity and inclusion to operations, finance, capital planning, and governance.
- Understanding of the postsecondary education environment would be considered an asset.
- Strong knowledge and understanding of various legislative and regulatory requirements for the various portfolio areas.

Skills

- Highly collaborative, consultative, inclusive, and relational leadership skills. Ability to work effectively and collaboratively within a team environment and with multiple stakeholders. Demonstrated ability to model coaching and inclusive leadership behaviours.
- Ability to collectively create a vision of the University's operational and financial future, provide motivational direction to obtain clearly defined goals, influence, and garner commitment within the various portfolios.
- Ability to make effective and timely, evidence-based decisions and take prompt, and decisive action.

- Exceptional communication skills.
- Superior interpersonal and relationship building skills to deal effectively with distinct internal and external constituencies at all levels.
- Networking, community building and partnership development skills. Exceptional creativity, negotiating ability and conflict resolution skills. Ability to exercise judgment, tact, diplomacy and discretion.

Competencies and Personal Characteristics

- Leadership – Achieves desired organizational results by encouraging and supporting the contribution of others; a proactive and positive team player who acts with a sense of urgency and leads by example; sets and communicates clear goals.
- Accountable – Holds self and others accountable for responsibilities; focuses on results and measuring attainment of outcomes in a business focus.
- Strategic – Develops a plan in support of organizational strategic direction. Demonstrates an understanding of the link between one's job responsibilities and overall organizational goals.
- Integrity and Honesty – Demonstrates a resolute commitment to and respect for the spirit behind the rules and core values of the organization, setting an example of professionalism and ethical propriety.
- Influential and Collaborative – Has an open and consistent approach to working with others and possesses strong interpersonal skills, with the ability to build relationships and develop/maintain partnerships, obtaining stakeholder agreement.
- Creativity and Innovation – Develops new insights into situations; questions conventional approaches; encourages new ideas; designs and implements new or cutting-edge programs/processes.
- Effective Working Relationships – Treats colleagues, and stakeholders with respect; resolves conflicts in a timely manner, negotiates effectively, and provides effective feedback to colleagues/employees.
- Communication – Clearly presents written and verbal information; writes with clarity and purpose; communicates effectively in both positive and negative circumstances; listens well.
- People Development – Fosters learning and development of others through coaching, managing performance and mentoring; has a genuine desire to develop others and help them succeed; formally and informally recognizes deserving staff and colleagues.
- Student Focused – Anticipates and attends to the needs of internal and external partners; keeps students interests in the forefront.



To Apply

UNBC is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. It is devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into its motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that UNBC removes barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. UNBC encourages applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Métis, Inuit, or Indigenous person.

UNBC is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at employee wellbeing@unbc.ca. Any personal information provided will be maintained in confidence. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

A competitive compensation package will be provided including an attractive base salary, family tuition waivers, and an excellent pension plan and benefits. The salary range is \$198,000 - \$226,414.

UNBC is partnering with Leaders International Executive Search

For further information or to apply, please reach out to Nick Lay or Tony Kirschner

Phone: (604) 688-8422 or Email: connect@leadersinternational.com

Leaders
INTERNATIONAL
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