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OPPORTUNITY PROFILE DIRECTOR FINANCE AND CORPORATE SERVICES



the right people

COLLEGE OF PHYSICIANS AND SURGEONS OF BC DIRECTOR FINANCE AND CORPORATE SERVICES

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THE ORGANIZATION

COLLEGE OF PHYSICIANS AND SURGEONS OF BC

The College of Physicians and Surgeons of British Columbia (“CPSBC” or “the College”) is the regulatory body for physicians in the province of British Columbia, Canada. Its primary purpose is to ensure the highest standards of medical practice and patient care. The College sets and enforces standards for physician education, conduct, and ethics, and it also handles complaints and investigations into physician behavior.

The College was established in 1886, and it has since been responsible for maintaining public confidence in the medical profession. This is achieved through the College's rigorous licensing and examination process for new physicians, as well as its continuous monitoring of physician practice through regular audits and assessments. In addition, the College provides a wide range of resources and support to help physicians maintain and improve their skills and knowledge.

As of April 1, 2026, the College operates under the authority of the Health Professions and Occupations Act (HPOA) and is governed by a Board appointed by the Ministry of Health. The College is responsible for overseeing the organization's activities, making decisions in the public interest, and ensuring that the College fulfills its legal and regulatory obligations. In addition to its core regulatory role, the College supports collaboration and effective communication among physicians, health system partners, and the public.

A central function of the College is maintaining a publicly accessible register of all licensed physicians in BC. This register includes details such as physicians' education, training, credentials, and current professional status, and it is updated regularly to reflect accurate, current information. By providing transparent access to this data, the College helps patients and healthcare providers make informed decisions about care and supports accountability within the medical profession.

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



The College's Vision, Mandate, and Values

Mission:

Serving the public by regulating physicians and surgeons. Our mission is to serve the public by regulating physicians and surgeons. We fulfill this mission in a variety of ways:

- Ensuring that BC's physicians and surgeons are qualified, competent and fit to practice medicine
- Managing and responding to complaints from patients
- Taking action if a physician or surgeon is practicing in a way that is incompetent, unethical or illegal
- Administering quality assurance activities to ensure physicians and surgeons remain competent throughout their professional lives
- Accrediting diagnostic and private medical/surgical facilities so that patients receive quality care

Mandate:

The College of Physicians and Surgeons of BC protects the public by ensuring physicians and surgeons meet expected standards of practice and conduct.

CPSBC regulates the practice of medicine under the authority of provincial law. All physicians and surgeons who practice medicine in BC must be licensees of CPSBC.



Values:

Transparent

Regulatory processes and policies are accessible and applied consistently. CPSBC provides clear, relevant, and timely information about their mandate and work.

Evolving

CPSBC stay current with ever-changing cultural and social landscapes. CPSBC actively listens to learn, grow and adapt as necessary.

Accessible and diverse

Unbiased, inclusive, and culturally safe and humble. Treating everyone equally with dignity, courtesy and respect, and without discrimination.

Ethical

Fair and ethical in our conduct. CPSBC's actions and regulatory proceedings and decisions are unprejudiced and free of bias.

Dedicated

CPSBC's overriding interest is the protection and safety of the public. Committed to fulfilling this role to ensure physicians and surgeons meet expected standards of practice and conduct.

THE OPPORTUNITY DIRECTOR FINANCE AND CORPORATE SERVICES

Reporting to the COO and leading a team of 13, the Director Finance and Corporate Services (“Director”) provides strategic leadership for the College’s financial, administrative, and corporate operations. The Director oversees the accounting and finance function, ensuring the coordination, maintenance, and control of financial systems that accurately reflect the CPSBC’s financial position. This includes establishing and monitoring departmental policies and procedures, recommending improvements, and supporting the Finance and Audit Committee in collaboration with the COO.

The Director ensures accurate internal and external financial reporting, oversees budgeting and forecasting, and provides leadership for general ledger management, accounts payable and receivable, payroll, and fixed asset administration. All accounting activities are carried out in accordance with Public Sector Accounting Standards (PSAS). In addition to financial leadership, the Director oversees the corporate services function, ensuring that the CPSBC’s administrative operations are efficient, well supported, and aligned with organizational needs. This includes responsibility for facilities management, space planning and renovations, office services, and the security of CPSBC premises. Through effective stewardship of both financial and corporate services operations, the Director contributes to the achievement of CPSBC’s strategic goals and organizational effectiveness.



Duties and Responsibilities

Finance

Financial Leadership and Strategy

- Leads the overall finance and accounting function, ensuring strong financial stewardship, operational excellence, and alignment with CPSBC’s strategic priorities;
- Provides strategic financial analysis and insights to support executive decision making and long term organizational planning;



- Collaborates with the COO and Directors of IT and HR on technology, workforce, and operational initiatives with financial implications;
- Oversees investment management in partnership with the COO, including review of investment strategies and management of banking and investment relationships.

Financial Operations and Accounting

- Oversees all accounting operations, including journal entries, payroll, accounts payable, accounts receivable, and cash management;
- Ensures high quality financial reporting by directing the preparation and rigorous review of daily, monthly, quarterly, and annual internal financial statements and departmental analyses;
- Directs the preparation and maintenance of financial records in full compliance with Public Sector Accounting Standards (PSAS);
- Conducts financial analyses of departmental performance, cash flow, and other key metrics to support operational efficiency;
- Reviews and authorizes investment and electronic fund transfers in accordance with CPSBC policies.

Budgeting and Forecasting

- Along with the COO, leads the annual budgeting process, ensuring alignment with organizational goals and resource requirements;
- Oversees financial forecasting to support proactive planning and informed decision making across departments.

Internal Controls, Risk Management and Compliance

- Develops and maintains internal control frameworks to safeguard assets, ensure data integrity, and support compliance with legal, regulatory, and CPSBC requirements;
- Identifies and manages operational and financial risks, including oversight of insurance needs and coverage;
- Ensures all financial policies and procedures remain current with evolving legislation, accounting standards, and organizational guidelines.



Financial Systems and Technology

- Oversees financial system implementations and upgrades to enhance reporting, automation, and operational efficiency;
- Coordinates accounting information systems such as payroll, cash management, and expense management to ensure accurate tracking of financial and operational data;
- Supervises the development and maintenance of financial control systems including general ledger, budgeting, cost allocation, and related tools.

Governance, Audit and External Relationships

- Manages the relationship with external auditors and oversees the annual audit process;
- Prepares and presents financial information to the Finance and Audit Committee and the Board of Directors for quarterly, and annual reporting cycles;
- Reviews and coordinates signing authorities for banking and investment accounts;
- Serves as Treasurer on the commercial strata council and works directly with the strata property manager to ensure accurate financial reporting and compliance with strata requirements;
- Manages relationships with key external partners including banks, investment institutions, and financial service providers.

Contracts and Legal Coordination

- Working with the COO and Chief Legal Counsel, reviews contracts for financial completeness and organizational alignment, providing recommendations for approval or non approval;
- Ensures all contracts undergo legal review prior to signature by authorized signing authorities;
- Collaborates with the legal department to develop standardized service contract templates for assessors, accreditors, and medical reviewers.



Policy Development and Organizational Alignment

- Leads the development and implementation of accounting strategies, policies, and procedures that support organizational goals and regulatory compliance;
- Ensures financial plans and policies are consistent with CPSBC guidelines and evolving best practices.

Other Responsibilities

- Performs other related duties as required or assigned to support the effective financial management of CPSBC.

Corporate Services

Operational Leadership

- Oversees the effective daily operations of CPSBC premises, ensuring a safe, functional, and well maintained workplace environment;
- Develops and implements corporate services policies and procedures covering mail and courier distribution, office equipment maintenance, facilities management, and supply purchasing;
- Monitors corporate services budgets and ensures cost effective use of resources across all operational areas.

Facilities, Space and Vendor Management

- Oversees purchasing and receiving office supplies, equipment, and other organizational assets, including review and approval of related expenditures;
- Leads space planning initiatives in collaboration with the HR Director to support organizational growth and efficient use of office space;
- Ensures effective use of meeting rooms, including scheduling, equipment readiness, and catering coordination;
- Manages relationships with designers, architects, contractors, and sub trades to support building improvements, renovations, and capital projects;
- Oversees employee and premises security protocols to ensure a safe environment for staff and visitors.



People Management and Development

- Completes probationary, semi annual, and annual performance evaluations for departmental staff, ensuring clear expectations and constructive feedback;
- Conducts regular one on one and team meetings to support communication, alignment, and continuous improvement;
- Provides direction, coaching, mentoring, and training to build staff capability and support professional growth;
- Assigns and delegates tasks appropriately and monitors performance to ensure quality and accountability.

Workforce Planning and Employee Support

- Oversees approval of staff vacation, personal obligation time, and flex schedules in coordination with departmental needs and team coverage;
- Addresses confidential and sensitive personnel matters with discretion, professionalism, and adherence to HR policies;
- Promotes teamwork and timely information sharing to foster a collaborative and supportive departmental culture.

Operational Security Oversight

- Leads the planning, development, and implementation of security policies and procedures to protect CPSBC employees, visitors, assets, and information;
- Manages the security team, providing leadership, direction, and oversight of daily security operations;
- Investigates security concerns and incidents, ensuring timely resolution and appropriate follow up actions;
- Maintains CPSBC security systems including access control, key card systems, and video surveillance infrastructure;
- Collaborates with the property manager and concierge staff.



THE PERSON

The Director of Finance and Corporate Services at the College of Physicians and Surgeons of British Columbia should be a strategic, ethically grounded leader who combines strong financial expertise with a deep understanding of public accountability and healthcare regulation. This person should be highly analytical yet practical, capable of overseeing budgets, risk management, and operational efficiency while supporting the College's mandate to protect the public. They should demonstrate integrity, transparency, and sound judgment, with the ability to communicate complex financial information clearly to both technical and non-technical partners. Equally important are leadership skills, someone collaborative, adaptable, and forward-thinking, who can guide teams through change, align financial strategy with organizational goals, and ensure responsible stewardship of resources in a highly regulated environment.

Skills and Qualifications

Required skills and qualifications include:

- Professional accounting designation (CPA);
- Knowledge of Public Sector Accounting Standards (PSAS) and their application;
- Strong leadership and organizational skills with a demonstrated ability to guide teams and manage priorities;
- Expert knowledge of accounting principles, practices, and applications;
- Advanced expertise in budget development, forecasting, and financial analysis;
- 10+ years of progressive management experience, including direct supervision of multi disciplinary teams;
- 5+ years of facilities management experience, overseeing operations, maintenance, and service delivery;
- Advanced proficiency in MS Office, particularly Excel (pivot tables, modeling, analytics);
- Exceptional project management skills with the ability to plan, execute, and evaluate complex initiatives;
- Proven ability to motivate teams to deliver high quality work within tight timelines;
- General knowledge of security best practices in organizational environments;
- Excellent written and verbal communication skills, with the ability to convey complex information clearly;
- Strong problem solving and decision making abilities in dynamic, multi partner settings.



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 and needs.

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 partner 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 partners 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.

Partner Group Focused – Anticipates and attends to the needs of internal and external partner groups of the organization; keeps partner interests in the forefront.



COMPENSATION

The salary range for the position is \$169,045 - \$253,568, plus excellent benefits and a defined benefit pension. The midpoint (\$211,307) represents an employee who possesses full job knowledge, qualifications, and experience for the position.

FOR INFORMATION PLEASE CONTACT:

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