

# Vice President of Finance & Administration



Established in 2004, the University College of the North (UCN) is an institution devoted to community and northern development, which reflects the Aboriginal perspective and cultural diversity of northern Manitoba. UCN offers quality education where students can earn certificates, diplomas and undergraduate degrees. More than 400 qualified faculty, staff and Elders provide the best of instruction and support for approximately 2,400 students. There are campuses in the larger centres of The Pas and Thompson, and a network of regional centres in 12 northern communities, including 9 on reserves.

## The Opportunity

Reporting to the President & Vice Chancellor, the Vice President of Finance & Administration will work in collaboration with other executives, such as the VP Academic and Research, VP Strategic Growth, VP Indigenous Initiatives & Reconciliation, Director of Marketing, Communications & Recruitment, as well as other managers and employees across the Organization.

The scope of responsibility includes change management, strategic planning, sustainable initiatives for UCN, multi-year budget development and management, along with oversight of all related aspects of finance, accounting, facilities, and information technology, institutional research and policy and procedures related to the administrative aspects of UCN.

The Vice President of Administration & Finance may be based in Thompson or The Pas, Manitoba. Other hybrid work locations may be considered.

## Duties & Responsibilities

- Ensure compliance with Strategic & Operational Plans, and other initiatives established by President's Council
- Manage division budgets, ensuring compliance with budget policy and procedure
- Work with the Director of Finance in development of policy and procedure and financial regulations for UCN
- Develop multi-year budgets and ensure clarity in budget and finance reports
- Ensure safe and effective management and operation of all UCN facilities, ancillary services, and teaching sites, including grounds and parking where applicable
- Research and make recommendations with regard to any construction, renovation, or other building projects
- Work with government, industry, and other community agencies as required
- Represent UCN, as requested, on various institutional committees as well as externally to government and related agencies, students, funding agencies, Indigenous and other organizations

Visit <https://bit.ly/UCN-VPAF> for more information!

## Requirements

- Graduate degree in a relevant field (Finance, Business, Management)
- CPA designation
- Strategic thinker with a strong understanding of growth and change models
- Progressively responsible experience in financial, facilities management and administration in a complex academic environment
- Institutional research experience with extensive experience with integrated registration/business software utilized by post-secondary institutions (with a preference for familiarity with Jenzabar software)
- Understanding of research design, sampling, and survey design and reporting
- Comprehensive knowledge and experience managing in a unionized environment, including demonstrated leadership, supervisory and management skills including conflict management and an innovative approach to problem solving
- Excellent Computer, communication, analytical, and statistical skills
- Familiarity with Indigenous language, cultural, and educational issues would be a major asset

If you would like more information about **University College of the North**, please click [this link](#) or contact **Donna Bilodeau**, Vice President, Talent Acquisition Services, Legacy Bowes at **(204) 934-8825**.

If you believe you can make a strong contribution to this institution as **Vice President of Finance & Administration**, please submit your resume in confidence to [donna@legacybowes.com](mailto:donna@legacybowes.com) quoting position #243111.