



Vice-President (Finance and Administration) Carleton University

[Carleton University](#) is situated on unceded Algonquin territory and bordered by the Rideau River and the Rideau Canal, a UNESCO World Heritage site, in Ottawa, Ontario. The university is just minutes from the heart of our nation's government and G-7 organizations and this capital advantage provides opportunities for staff and faculty and students to make a positive impact in our community and around the world.

As one of the 2024 [Top 100 Employers in Canada](#) for the second consecutive year and one of the [National Capital Region's Top Employers](#) for ten consecutive years, Carleton University is a dynamic research and teaching institution dedicated to achieving the highest standards of scholarship and is one of Canada's most resourceful and productive hubs of learning and research, fuelling a rich talent pipeline that is supporting social and economic renewal. Home to over 31,000 students and employing over 5,400 faculty and staff, the university's smart, caring, and connected community inspires and empowers individuals to become change leaders who drive impact in the world while challenging conventional modes of thinking and doing.

Reporting to the President and Vice-Chancellor, the Vice-President (Finance and Administration) is the chief financial and administrative officer of Carleton, providing leadership, oversight, and stewardship for the activities of its core support services. The VPFA will work closely with the President, senior team, and Board of Governors. Leading an accomplished group of professionals, the VPFA will ensure the effective and efficient administration of the portfolio's units and ensure excellence in: financial services; pension fund management; human resources; facilities management and planning; information technology; as well as safety and risk. The VPFA is responsible for a total full-time staff complement of over 360 employees and operating and ancillary budgets of more than \$100 million.

The ideal candidate will have demonstrated successful senior financial and operational leadership experience in many of the following areas: finance, administration, human resources, facilities management, and information services and technology, backed by the education and professional credentials to ensure credibility and accountability. The new VPFA will have successfully played a major role in the financial planning to ensure viability and sustainability of assets, service delivery, and people management of a complex public organization. Exceptional interpersonal and communications abilities with outstanding judgment, problem-solving, and decision-making skills are essential, as is the ability to inspire a professional and dedicated team while supporting the University's academic mission. Candidates will possess management expertise, the capacity to develop and lead strategic plans, and a demonstrated commitment to team-building, innovation and collaboration, staff development, and community engagement.

To learn more about this opportunity at Canada's Capital University, please contact Kathy Rahme (krahme@boyden.com) and Michael Naufal (mnaufal@boyden.com) of Boyden Executive Search. To apply, please submit your cover letter and resume directly at boyden.thriveapp.ly/job/2509.

Carleton is committed to fostering an innovative, equitable and welcoming work environment. Carleton is nationally certified Healthy Workplace and is a recipient of the Canada Awards for Excellence, Healthy Workplace Order of Excellence and Platinum Level Certification for Mental Health at Work.

Carleton University is strongly committed to fostering diversity within its community as a source of excellence, cultural enrichment, and social strength. We welcome those who would contribute to the further diversification of our University including, but not limited to: women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation or gender identity and expressions.