



Job Advertisement  
**Queen's University – Vice-Principal (Finance and Administration)**

***Queen's University is situated on traditional Anishinaabe and Haudenosaunee Territory.***

Founded in 1841, Queen's University is one of Canada's leading research-intensive institutions, recognized internationally for its excellence in research, teaching, and academic excellence. With a strong legacy of scholarship and discovery, Queen's has made a lasting global impact while delivering a transformative learning experience. Its community of more than 31,000 students and 5,000 faculty and staff is dedicated to addressing some of humanity's most pressing challenges.

Queen's is renowned for its research strengths in areas such as cancer detection and treatment, geoengineering, materials science, artificial intelligence, and supercomputing, and is home to the 2015 Nobel Prize in Physics. As a member of Canada's U15 group of research-intensive universities, Queen's consistently ranks among the top institutions globally and nationally. It is placed within the top 200 worldwide by the QS World University Rankings and among the top 10 universities in Canada by *Maclean's*. In addition, Queen's has ranked among the top 10 universities globally for six consecutive years in the Times Higher Education Impact Rankings, which assesses institutional contributions to the United Nations Sustainable Development Goals. Queen's will celebrate its 200<sup>th</sup> year in 2041 and has articulated how it will continue to be navigated by a shared purpose and a commitment to the public good, through the [Queen's Bicentennial Vision](#). It is within this context that Queen's University welcomes applications for the position of **Vice-Principal (Finance and Administration)**, starting early 2027 or soon after.

Reporting to Principal and Vice-Chancellor Dr. Patrick Deane, the Vice-Principal (Finance and Administration) ("VPFA") is Queen's chief administrative and financial officer, and a key member of the senior leadership team who provides strategic financial leadership and enterprise stewardship to sustain and advance the

University's academic mission. In support of these efforts, the VPFA must foster a culture of service and collaboration across campus, be a demonstrable champion for all aspects of equity, diversity, inclusion, and reconciliation, and fully support transparent and ethical decision-making. The VPFA works closely and partners with the Principal, Provost, and Deans to make long-term decisions about resource allocation, capital investment, and institutional risk. Additionally, the VPFA supports both the Board and its relevant subcommittees (Audit and Risk; Finance, Assets and Strategic Infrastructure; human Resources; and University Culture). The role combines strategic planning and policy development with operational oversight of a large and diverse portfolio of administrative functions composed of Financial and Administration; Facilities; Information Technology Services; Human Resources; Risk and Safety Services. The VPFA also represents Queen's externally, cultivating productive relationships with a variety of partners, including various levels of government, sector organizations, community partners, alumni, and donors.

As a qualified candidate, you must hold an undergraduate degree; a relevant professional designation and/or a graduate level degree are preferred. Your career includes substantive experience in senior leadership positions in a finance and/or administrative function, overseeing a comparable portfolio to this position (e.g., financial management, treasury/debt issuance, capital program delivery, enterprise risk, information technology, human resources, etc.). Your experience from working in a large, complex, unionized public sector organization has afforded you exposure to pension governance, public-private partnerships, and collective bargaining. You are adept at translating policy into strategy, have outstanding financial acumen, and are rigorous with controls and compliance while being pragmatic about business outcomes. Colleagues view you as collaborative, politically astute, and a credible leader with high integrity and excellent communications skills. Your management style motivates, develops, and retains engaged teams that are multigenerational and diverse. As a seasoned senior leader, you are well-versed in governance best practices and have experience supporting and working with both a Board of Trustees and its sub committees. The VPFA plays a vital role in the University's efforts to enhance Indigenization - Equity, Diversity, Inclusion, Accessibility and Anti-Racism (I-EDIAA); as such, candidates must be committed to Queen's shared mission of supporting and engaging community in inclusive and meaningful ways, working within a diverse campus community, and with

implementing equitable and diverse policies and practices in line with Queen's I-EDIAA principals.

To learn more about this significant leadership opportunity with Queen's University, please submit a comprehensive resume along with a cover letter in confidence to Jane Griffith ([jane@griffithgroup.ca](mailto:jane@griffithgroup.ca)) and/or Caroline McLean ([Caroline@griffithgroup.ca](mailto:Caroline@griffithgroup.ca)) or visit: <https://griffithgroup.ca/queens-university-vpfa/>.

**Salary Range and Compensation Package:** The salary offered will be commensurate with experience. For information on the University's total compensation package, please visit: <https://www.queensu.ca/humanresources/employee-resources/benefits>

**On Site Work:** Given the scope of the portfolio, this role requires the successful candidate to work on site at Queen's campus in Kingston, Ontario. Additionally, there are leadership responsibilities that often extend into evenings and weekends.

**Use of AI:** Griffith Group Executive Search does not use artificial intelligence to screen, assess, or select applicants for a position.

**Reason for posting:** Replacing an upcoming vacancy due to retirement.

The University invites applications from all qualified individuals. Queen's is strongly committed to employment equity and diversity in the workplace and encourages applications from Black, racialized/visible minorities, Indigenous/Aboriginal peoples, women, persons with disabilities, and 2SLGBTQIA+ persons. In accordance with Canadian immigration requirements, Canadian citizens and permanent residents of Canada will be given priority.

The University will provide support in its recruitment process to applicants with disabilities, including accommodation that takes an applicant's accessibility needs into account. If you require accommodations during the interview process, please contact Jane Griffith at [Jane@griffithgroup.ca](mailto:Jane@griffithgroup.ca) and [hadmin@queensu.ca](mailto:hadmin@queensu.ca). Every effort to accommodate candidates will be made in a way that is equitable and respectful of their additional professional, community, and personal responsibilities.