



**PFM**  
EXECUTIVE SEARCH



EXECUTIVE PROFILE

Vice President, Finance and Chief Financial Officer  
BC TRANSIT







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## ORGANIZATIONAL OVERVIEW

### GENERAL

BC Transit is the provincial Crown agency charged with coordinating the delivery of public transportation throughout British Columbia outside Metro Vancouver. In partnership with local government, the Corporation's mandate includes planning, funding, marketing, fleet management, transit operations in Victoria and contracting for the operations of transit services.

### FAST FACTS

BC Transit works in partnership with 59 local governments. In most communities, the local BC Transit service is provided through a partnership between BC Transit, local government and a contracted transit operating company.

### BC Transit by the numbers:

- Provides services to over 130 communities across BC in collaboration with local government partners, including the Victoria Regional Transit Commission and regional hospital districts.
- Contracts with 18 operating companies across the province, (9 private, 5 not-for-profit, 4 municipal).
- Transports more than 54 million passengers annually.
- Serves more than 1.9 million people in BC.
- Operates 58 transit systems – conventional, community, custom and paratransit.

- Owns a fleet of over 1,100 high-capacity, heavy-, medium- and light-duty buses.
- Total operating expenditures in 2023/24 of \$358.4 million
- Total \$1.82 billion 10-year capital plan

### OUR VISION

Your best transportation solution.

### OUR MISSION

Delivering transportation services you can rely on.

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#### OUR VALUES

##### Safety First



We prioritize the physical and psychological safety of our customers and employees.

##### Team Spirit



We accomplish more together through teamwork, collaboration and an inclusive environment.

##### Adapt and Thrive



We champion innovation and continuous improvement, focusing on sustainable solutions and responsible stewardship.

##### Community Minded



We are responsive to our communities and customers, offering the best experience to meet their diverse needs.

#### OUR OBJECTIVES

Always Safe

Engaged People

Satisfied Customers

Thriving Communities

Financial Stewardship

Sustainable Future







## POSITION RESPONSIBILITIES

### GENERAL

Guided by BC Transit's Vision of Being Your Best Transportation Solution and Mission of Delivering Transportation Services You Can Rely On, the Vice President and Chief Financial Officer (CFO) reports to the President and Chief Executive Officer (CEO) and is a key contributor to the Senior Leadership Team. The CFO holds a pivotal position within the organization, responsible for overseeing all financial operations and ensuring the fiscal health of the organization. This executive role is integral to the strategic planning and decision-making processes that drive BC Transit's long-term success and sustainability.

The CFO provides leadership and direction to a division, and corporately, applying strategic thinking and results orientation to ensure that the business plan goals and objectives are achieved, and that the division is successful in meeting the measures and targets of its business objectives. The CFO mentors, coaches and develops a management team to deliver services, often through partnerships with other governments and the private sector. Relationship building is key in working with diverse internal and external stakeholder groups, as the CFO develops service standards according to the needs of clients and within the realm of government policies and available resources.

As a member of the organization's executive team, the CFO shares responsibility for policy development, planning and implementation of cross-ministry initiatives, and contributes to achieving the corporate goals. Representing

the department and the province on various committees, task forces and teams, the CFO provides input on program initiatives as required.

### SPECIFIC RESPONSIBILITIES

- Leads the division to be effective and responsive in implementing strategies that address client needs and that align with BC Transit business goals.
- Coaches, mentors and directs a management team to achieve business plan goals and link services and program activities within the division and across departments to develop processes and to optimize capacity.
- Provides strategic options, comprehensive policy advice, briefing papers, recommendations and perspectives to the President and CEO on functions, activities and issues.
- Represents the division and BC Transit on various committees, task forces and teams to provide input and perspectives on program initiatives as required.
- Operationalizes the division's vision and mission in relation to the goals of the organization, linking the work of the division to the work of other divisions and ensuring consistency with corporate goals.
- Manages the division's fiscal and human resources to ensure the effective use of resources in meeting business goals.



## SPECIFIC RESPONSIBILITIES (CONTINUED)

- Develops and maintains partnerships with appropriate public and private sector organizations in the delivery of the division's programs and services.
- Develops and maintains effective, open and consultative relationships with clients and stakeholders.
- Participates as a team member or leader with other departments to ensure cross-divisional initiatives and corporate goals are achieved.
- As an executive team member, provides leadership within the organization and furthers the strategic corporate agenda for BC Transit.
- Oversees the development and application of corporate financial policies.
- Provides support to the Office of the Minister responsible for BC Transit concerning the Corporation's budget and overall financial status.
- Acts as the Corporation's senior advisor in financial matters, including dealings with BC Transit Board of Directors, Local Transit Commissions, Treasury Board, the Office of the Comptroller General, the Auditor General, and the Crown Agencies Secretariat.
- Ensures the Corporation follows and adheres to Treasury Board requirements, federal and provincial reporting requirements and policies, Canadian Public Sector Accounting Standards and required accounting principles.
- Participates in long range strategic planning with the provision of financial analyses and scenario development.
- Provides a central advisory service to assist line management in budget planning, capital portfolio oversight, and performance measurements.
- Works closely with the third-party internal and external auditors to lead the annual financial audit review as well as implementing and coordinating the annual internal plan.





## SPECIFIC RESPONSIBILITIES (CONTINUED)

- Oversees corporate borrowing and investing activities including refinancing in conjunction with the Ministry of Finance.
- Provides leadership and guidance to the functional areas of the Finance Division, which includes financial functions and services such as accounts payable and receivable, revenue management and treasury management.
- Leads long term capital plan development, monitoring and oversight and management of the portfolio.
- Responsible for overseeing the development of enterprise-wide risk management program, including legal and insurance.
- Leads the strategic corporate procurement functions including contract and vendor management.

## REPORTING RELATIONSHIPS

### Reports to:

- Chief Executive Officer

### Relates to:

- Vice President, Operations & Chief Operating Officer
- Vice President, Asset Management & Chief Sustainability Officer
- Vice President, Strategy, Planning & Public Affairs
- Vice President, People & Culture
- Vice President, IT & Chief Information Officer

### Direct Reports:

- Director, Finance
- Director, Financial Planning and Analysis
- Director, Capital Planning, Funding and Analysis
- Director, Strategic Procurement
- Executive Assistant & Divisional Coordinator



## CANDIDATE REQUIREMENTS

### GENERAL

The ideal candidate is a collaborative and forward-thinking CFO who goes beyond the numbers to identify opportunities and drives strategic impact. Working closely with the CEO and Executive Team, they will help shape a clear financial pathway while engaging key stakeholders and partners. This individual brings a proven ability to deliver practical financial insights that empower senior leaders to make informed decisions. In addition to strong technical expertise, they are a strategic leader known for building meaningful relationships and fostering collaboration. With a focus on leveraging technology for process improvements, the CFO will play a pivotal role in engaging Board members, government ministries, and other entities, ensuring financial strategies support organizational success. They will also be known as an authentic leader of people, capable of mentoring staff and creating a culture where employees can be their true self at work.

### CORE COMPETENCIES

- **Financial Expertise:** Senior financial leadership experience in a complex organization of similar scale to BC Transit. This experience could have been gained within the private, public or not for profit sectors, although public sector experience is a definite strength.
- **Innovation and Strategy:** Has demonstrated a propensity to bring forward new approaches and can create a culture of evidence-based decision making and accountability within the context of big-picture, system and strategic thinking.
- **Change Management:** Demonstrated experience and success leading significant change initiatives, including technology-based projects. Knowledgeable about best practices and how to bring about meaningful and lasting change to processes and culture in an organization.
- **Leadership:** Possesses a track record of providing outstanding leadership and mentorship to a diverse team of professionals. Has the ability to lead self, engage others, achieve results and lead systems transformation as part of their own leadership competencies. Leads others in a facilitative and consultative way.
- **Relationship and Service Orientation:** Able to build effective, collaborative, trust-based relationships throughout BC Transit and externally, ensuring the finance portfolio is working in service to BC Transit's mission. An effective communicator who can convey complex information in a manner that enables understanding amongst non-financial colleagues and supports them in making decisions. Can work effectively in a collegial environment, respecting different perspectives, opinions and lived experiences.

### EDUCATION & EXPERIENCE

- Undergraduate degree supplemented by a Chartered Professional Accountant (CPA) designation, alongside extensive financial management and business operations experience.



## EDUCATION & EXPERIENCE (CONTINUED)

- Many years of progressive leadership experience, including managing comprehensive budget and financial control principles and policy/procedure development, ideally in an operational work environment.
- Knowledge and understanding of public and government sectors which operate in a regulated environment.
- Experience developing and implementing strategic financial and business plans.
- Experience with financial systems transformation initiatives.

## SKILLS, ABILITIES & KNOWLEDGE

- Proven leadership, team building and mentorship skills.
- In-depth knowledge and understanding of business planning and accountability processes, and performance management systems.
- Demonstrated ability to communicate effectively, and collaborate strategically, with a wide variety of stakeholders and balance the needs and interests of these diverse groups.

- Possesses excellent communication and presentation skills. Clearly explains complex financial issues in a way that is easy for a general audience to understand.
- Demonstrated ability to take a strategic approach on opportunities for innovation and find creative solutions to issues.
- Proven ability as a team leader with a commitment to create, support and sustain an environment that enables staff to achieve results and to develop and build organizational capacity for the future.
- Experience in effectively managing significant fiscal and human resources.
- Strong project management and organizational abilities, including the ability to manage a myriad of complex issues while still delivering results.
- Proactive problem solving and decision-making abilities.
- Encourages new approaches and questions existing ones to ensure the most efficient and effective outcomes are achieved.





## PERSONAL CHARACTERISTICS

- Practices a consultative approach – interactions are solutions-oriented and consultative in nature, focused on understanding requirements and strategies.
- Solid listening skills. Open-door, facilitative style.
- Provides constructive and timely feedback to all staff.
- Confident, resourceful, diligent and dedicated.
- Acts honestly and in good faith.
- Excellent conflict resolution skills.
- Persuasive, trustworthy and credible.
- Has a good sense of humor and puts people at ease.







The Capital Regional District (CRD) is the regional government for [13 municipalities and three electoral areas](#) on southern Vancouver Island and the Gulf Islands, serving about 440,000 people. The region includes traditional territories of many First Nations where 11 of these Nations hold reserve lands.

Serviced by air and sea transportation links, the region has experienced rapid growth over the last decade and has all of the major amenities of a large, urban centre while maintaining a strong sense of community and connectedness.

The region's beautiful setting and huge array of activities makes tourism a major industry. As the seat of government for the province, the area also benefits from a significant public sector payroll. The provincial government is the top major employer in the region.

While experiencing rapid growth, unlike many other cities, Greater Victoria has succeeded in blending the “new” with the best of the “old” to retain much of its historic architecture and character. Beautification of the Inner Harbour, development of public squares and continued refurbishment of the “Old Town” has made Victoria's downtown one of the most attractive in Canada. The region is also home to the University of Victoria, Royal Roads University, as well as Camosun College.

The moderate climate and scenic setting of the region contribute to its quality of life: salt and fresh water fishing, year round golf, unsurpassed sailing and extensive sports facilities add to the recreational environment of the area.

Greater Victoria has been blessed with a wealth of natural and manmade riches, including stunning heritage architecture framed by ocean views and mountain vistas. It is this rare juxtaposition of heritage charm, scenic backdrop and modern city-scape that makes the region one of the most uniquely special places in Canada. Millions visit the area every year and enjoy the natural beauty, temperate climate and heritage charm it offers its citizens every day.

To find out more about moving to the Greater Victoria region, please visit <http://www.victoriachamber.ca/moving-here.html>





## HOW TO APPLY

To apply or make a nomination, please contact PFM Executive Search:

Attention **Shaun Carpenter** and **Jennifer Madden** at [pfm@pfmsearch.com](mailto:pfm@pfmsearch.com)

All telephone inquiries to 604.689.9970 or Toll-Free 1.800.864.9970

*The targeted salary range for this position is \$224,800 - \$250,500 annually, supplemented by a competitive total rewards package.*

## APPLICATION FORMAT

Format for written applications should be presented as follows:

1. A full CV containing the following information:
  - a. Title, full name, address, daytime and evening telephone numbers and email address
  - b. Residency status
  - c. Present and previous roles
  - d. Details of education and professional training and qualifications
  - e. Any other relevant information such as offices held in professional bodies, community service etc.

## PFM EXECUTIVE SEARCH

PFM Executive Search was founded in 1992 with the vision of creating an executive search firm that provides tailor-made executive search services to clients in the private, public and not-for-profit sectors. Over the last 31 years, our firm has earned the reputation as one of the most respected executive search firms in Canada.

PFM Executive Search is a BC owned and operated incorporated company. We are a founding member of the [Panorama](#), an international alliance of like-minded executive search organizations.

[www.pfmsearch.com](http://www.pfmsearch.com)





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