

JOB PROFILE

Position #00143681

TITLE: CHIEF FINANCIAL OFFICER**SUPERVISOR TITLE: VP, MUSEUM OPERATIONS****SUPERVISOR POSITION #: 00052174****DEPARTMENT: CORPORATE FINANCE****CLASSIFICATION: BAND 5**

CONTEXT

The Royal BC Museum, which includes the provincial archives and IMAX® Victoria, is one of the oldest continually operating museums in Canada. A cultural centre of learning and research, it strives to broaden our understanding of British Columbia through collections, exhibits, outreach and community engagement. Through community collaboration, the museum works to share the stories of BC and provides a dynamic space for discussion and reflection.

Located in Victoria on the territory of the *ləkwəŋən* (Lekwungen) peoples, known today as the Songhees and Esquimalt Nations, the RBCM cares for more than 7 million objects, belongings, specimens, and millions of significant government documents and records; substantial photographic, audio and video collections; artworks; and an extensive library of publications. IMAX® Victoria delivers educational and entertaining experiences that accompany the learning journey the museum offers.

The museum is also building PARC Campus—the provincial archives, research and collections building in Colwood, BC. Majority of the province's collections and archives will move to the new building, except for the Indigenous collection which will remain at the downtown site where repatriation and community consultation will continue to guide the future of the collections. During this complex process of reimagining, not only of the future of the museum's physical presence and facilities but also of its responsibilities to the public, our team is undergoing organizational changes as well. As we go through this transformational phase, our organization strives to adhere to a standard of conduct that prioritizes inclusivity and accessibility, and continues to value curiosity and innovation.

DEPARTMENT OVERVIEW

The Corporate Finance Department is accountable for ensuring the Royal BC Museum is able to achieve its mandate and business priorities in a sustained, self-sufficient and professional manner and for the provision of a full range of comprehensive financial services including financial planning and reporting, financial operations, accounting and systems, financial policy and compliance, procurement, revenue generation and treasury related functions. The Department operates under Public Sector Accounting Standards (PSAB), the Financial Administration Act, and the Budget Transparency and Accountability Act. The Department is accountable for instituting effective financial and operational controls to ensure financial integrity and maximum returns to the Royal BC Museum.

JOB OVERVIEW

The Chief Financial Officer (CFO) leads and is accountable for the financial operations of the organization. This complex role includes functioning as a catalyst, strategist, operator, and steward in support of effective financial management. The Executive Director reports to the Executive Financial Officer with a dotted line to the CEO and sits on the Executive at Large committee which in turn provides advice and support to the Executive Committee comprised of the CEO and VPs.

A successful CFO is a strong leader, who promotes integrity and accountability and who has well developed business acumen. The position requires financial technical expertise and experience and develops and executes the financial management strategies and service delivery framework for the organization in accordance with government policy. The CFO identifies and facilitates discussion and resolution of emerging issues, informs executive budget decisions, and challenges executive to early resolution of business issues with potential financial impact upon organizational outcomes.

ACCOUNTABILITIES

- Develops and executes the financial management strategies and financial service delivery framework for the organization.
- Leads the financial operations according to financial principles, policies, legislation, regulations and RBCM service plans and government strategic plans.
- Establishes the financial structure, processes, controls, and reporting for the organization to ensure finances are managed according to relevant legislation, policies, procedures, and generally accepted accounting principles.
- Directs and coordinates the planning and preparation of annual and long-term budgets for executive and RBCM Board of Director's approval.
- Directs and prepares financial analysis of operations for guidance and to build commitment with executives to establish the financial objectives that support the organizations' business needs.
- Directs and oversees the preparation and presentation of timely and accurate financial reports for both internal executive; the RBCM Board of Directors, and the responsible Ministry.
- Leads a multi-disciplinary team (e.g., financial operations and policy, budgeting and reporting, procurement) of directors and/or senior managers and translates the vision for the team to define clear business goals and objectives.
- Collaborates with RBCM program areas, Ministry staff, the Office of the Comptroller General, the Office of the Auditor General, and external auditors to identify and resolve emerging issues.
- Exercises delegated authority and responsibility for the RBCM's system of financial management administration and is subject to the functional direction and guidance of the Comptroller General in matters related to the government's system of financial management and administration.
- Supports the Vice President Museum Operations to identify and monitor the performance of revenue streams. These revenue streams comprise admissions fees, membership sales, IMAX Shop sales and other traditional sources for funding as well as new forms of public-spirited entrepreneurship and innovative non-profit business development.
- Prepares short and long-term business plans to direct operational changes that enhance efficiency, strengthen controls, reduce costs, and achieve business outcomes.
- Builds and fosters partnerships with a diverse range of senior leaders (e.g., CEO, Minister, Deputy Minister, Museum executive members, museum leadership team, and partner/peer CFOs) to ensure the financial, organizational, and Board goals are achieved.
- Supervises staff including assignment of work, development and evaluation of performance plans and approval of leave.
- Provides strategic oversight over the RBCM's procurement and contract management policies, procedures and operations including solicitation, development and administration to achieve quality and cost competitive results.
- The CFO is responsible for providing financial reporting to stakeholders including:
 - Board of Directors (Finance & Audit Committee)
 - Executive team of the Royal BC Museum

Job Family:

Job Stream: n/a

PSA Approved Date:

- The responsible Ministry and as required, Central Government Agencies including the Office of the Comptroller General and Treasury Board
 - External Auditors
 - Royal BC Museum operational staff
- Assists the Executive Committee and Finance & Audit Committee during the annual planning and budget process for preparation of the annual budget submission to the Board of Directors.
- Leads the Royal BC Museum annual financial statement audit, working closely with staff and external auditors for several weeks each year.
- Prepares the financial documents and information for the annual report and ensures financial information produced in the report accurately reflects the transactions of the organization.
- Prepares and submits reports for the recovery of GST and seeks advice and interpretation on taxation issues from independent tax experts as required.
- Ensures that GST and PST are applied appropriately for purchases made outside of British Columbia including self-assessment of taxes payable.
- Ensures financial activities (i.e., sales, donations, endowments, grants) are recorded accurately and in accordance with standards set through the PSAB.
- Ensures tax receipting policies and procedures adhere to applicable legislation and standards as set by Canada Revenue Agency.
- Develops and manages the internal audit program related to all financial and cash management.
- Manages the reconciliation of daily sales transactions through the Box Office and provides guidance to Financial and Box Office staff to ensure transactions are accounted for properly.

JOB REQUIREMENTS

Education and Experience

- Professional accounting designation, e.g., CPA, CPA - CA, CPA - CGA, CPA - CMA, issued by a Canadian Accounting Association (note: if your designation was obtained from outside of Canada, you will need to confirm it has been assessed for equivalency through an applicable Canadian Accounting Association)
- Considerable experience in progressively more challenging leadership roles directing a wide range of activities including two or more of the following: infrastructure change; business systems and controls; or policy; or budgeting; or accountancy; or performance management; or corporate risk; and/or legislative compliance; establishing collaborative relationships with executives, senior financial leaders and senior managers associated with managing financial activities and/or leading financial management change.
- Leading and coaching multi-disciplinary financial teams.

Equity and Diversity

The Royal BC Museum is striving to build a diverse team that has lived experiences.

Job Family:

Job Stream: n/a

PSA Approved Date:

PROVISO/WILLINGNESS STATEMENTS

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the organization.
- Willingness to work from more than one work location is required.
- Travel, as necessary, is a requirement. Transportation arrangements must meet the operational requirements of the organization.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of financial management and control frameworks, accounting and practices.
- Knowledge of strategic planning, procurement, risk management and negotiation strategies.
- Knowledge of government priorities and operating environment including government's decision-making process and central agencies.
- Leadership, change management and influence management skills.
- Analytical and interpretive skills to deal with complex information, processes/systems, and projects.
- Ability to solve and communicate complex issues, in both written and verbal formats.
- Ability to build and foster effective and collaborative relationships with senior leaders.
- Ability to mediate, negotiate, consult and manage issues to achieve financial objectives and business needs.

INDIGENOUS RELATIONS AND BEHAVIOURAL COMPETENCIES

Cultural Agility involves readily adapting to cultural uniqueness to create a sense of safety for all, examining one's own culture and worldview and the culture of the BC Public Service, and capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.

Promoting Empowerment involves knowledge and skills in using processes such as delegation and information sharing to enhance subordinate ownership and empowerment over their task and performance.

Vision and goal setting involve knowledge and skills in establishing official and operative goals for the organization/units and to establish a system of measuring effectiveness of goal attainment.

Creating and Managing Change involves creating and managing change involves knowledge and skills to manage in the organization through setting direction and urgency, building a coalition of support, communicating widely, handling resistance to change, and facilitating implementation of successful change actions.

Solving Problems Creatively involves solving problems creatively involves knowledge and skills in fostering creative problem-solving in the organization through critical reflection, problem analysis, risk assessment and rewarding innovation.

Building Strategic Alliances involves building strategic alliances involves knowledge and skills to engage in internal and external partner analysis and to negotiate agreements and alliances based on a full understanding of power and politics.

Executive Presence involves building executive presence involves knowledge and skills in influencing others and having an observable impact at the executive level, through personal credibility, leadership, confidence, and an understanding of other people's perspectives and interests.

Job Family:

Job Stream: n/a

PSA Approved Date:

CAREER OPPORTUNITY

Chief Financial Officer
Corporate Finance Department
Museum Operations Division

Full Time – Permanent
Band 5
Annual Salary: \$123,100 - \$157,100
Location: Victoria, BC

ABOUT US

Long before settlers arrived in what later became known as British Columbia, the land on which the museum and archives now stands is the traditional territory of the Lekwungen peoples, today represented by the Songhees and Xwsepsum (Esquimalt) Nations. The Royal BC Museum acknowledges and respects the history of Indigenous peoples, who are our partners today in museum matters and community alike.

The Royal BC Museum is undergoing a transformation, which is a complex, multi-layered process that impacts the museum's physical presence and facilities, as well as internal culture transformation, and requires the museum team to undergo adaptive and technical organizational changes. We have begun the important work of aligning operations and practices with the applicable articles of UNDRIP, DRIPA and the TRC Calls to Action; fostering a culture shift that prioritizes safety, wellbeing and healing; and ensuring that Equity, Diversity, Inclusion and Accessibility (EDIA) is at the forefront as a focus of the organization and that it is permanently embedded in the Museum's culture at all levels.

Expected to lead by example, the Executive Committee of the Royal BC Museum is comprised of the Chief Executive Officer and Vice Presidents. The Executive Committee operates under authority delegated by the Royal BC Museum's Board of Directors to the Chief Executive Officer, and oversees the Royal BC Museum and Archives operations, focusing on strategic leadership, management and direction, and ensuring the effective prioritization of resources in support of the Museum's strategic plan, annual service plan and provincial mandates. The Executive Director sits on the Executive at Large committee which provides advice and support to the Executive Committee.

DEPARTMENT OVERVIEW

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QUALIFICATIONS

We are looking for a Chief Financial Officer who will bring a wealth of expertise to our team. The ideal candidate will have a professional accounting designation, e.g., CPA, CPA - CA, CPA - CGA, CPA - CMA, issued by a Canadian Accounting Association (note: if your designation was obtained from outside of Canada, you will need to confirm it has been assessed for equivalency through an applicable Canadian Accounting Association).

The ideal candidate will have considerable experience in progressively more challenging leadership roles directing a wide range of activities including two or more of the following: infrastructure change; business systems and controls; or policy; or budgeting; or accountancy; or performance management; or corporate risk; and/or legislative compliance; establishing collaborative relationships with executives, senior financial leaders and senior managers associated with managing financial activities and/or leading financial management change.

In addition, the ideal candidate will have experience leading and coaching multi-disciplinary financial teams and the following knowledge, skills and abilities:

- Knowledge of financial management and control frameworks, accounting and practices.
- Knowledge of strategic planning, procurement, risk management and negotiation strategies.
- Knowledge of government priorities and operating environment including government's decision-making process and central agencies.
- Leadership, change management and influence management skills.
- Analytical and interpretive skills to deal with complex information, processes/systems, and projects.
- Ability to solve and communicate complex issues, in both written and verbal formats.
- Ability to build and foster effective and collaborative relationships with senior leaders.
- Ability to mediate, negotiate, consult and manage issues to achieve financial objectives and business needs.

Equity and Diversity

The Royal BC Museum is striving to build a diverse team that has lived experiences.

The [Indigenous Applicant Advisory Service](#) is available to Canadian Indigenous (First Nations [status or non-status], Métis, or Inuit) applicants. Indigenous applicants can contact this service for personalized guidance on the BC Public Service hiring process including job applications and interviews.

We are committed to ensuring that reasonable accommodations are available throughout the hiring process, including the assessment and selection stages. Please email the individual or contact listed on the posting if you require an accommodation to fully participate in the hiring process.

If you have questions about this opportunity in advance of the posting close date, please contact Elizabeth Vickery, EFO & VP of Museum Operations at evickery@royalbcmuseum.bc.ca.

Before you apply for this position, you must meet the eligibility requirements. To be eligible to work in Canada, you must be a Canadian citizen or permanent resident of Canada or authorized in writing to work in Canada under the federal Immigration Act. Eligibility to work in Canada is granted through citizenship, permanent resident status, or a work permit.

An eligibility list may be established for future temporary and/or permanent vacancies.

How to Apply:

Your application must clearly demonstrate how you meet the job requirements listed in the job profile. Ensure your resume includes your educational accomplishments, employment history including start and end dates (month and year) of your employment, and any relevant information that relates to the job to which you are applying on.

Please submit your resume and cover letter in pdf format by July 23, 2025 at 11:59 pm (PST) with the following subject line: "Last Name, First Name, RB2025-14 Chief Financial Officer" via email to: RBCMapapplications@royalbcmuseum.bc.ca

Additional Information:

This position requires a Criminal Records Check under the BC Public Service Screening Policy and the Criminal Records Review Act. All applicants must be legally entitled to work in Canada (i.e., have Canadian citizenship or permanent resident status).

The Royal BC Museum, Archives and IMAX Victoria celebrate culture and history, sharing the stories of British Columbia in ways that enlighten, stimulate and inspire. Through research and learning, we strive to broaden understanding of our province and inspire curiosity and wonder. Located in Victoria on the traditional territory of the Lekwungen (Songhees and Xwsepsum Nations), we are proud to welcome 700,000 visitors annually.

We are committed to creating a diverse workplace where everyone is celebrated.

As an inclusive and accessible employer, please advise People, Culture and Workplace Strategies of any accommodations required to assist you to ensure equitable participation in this hiring process.