

# POSITION DESCRIPTION

Title of Position:	Chief Financial Officer
Position Type:	Permanent, (Flexible Hours by Negotiation)
Reports To:	Chief Executive Officer
Location:	New Zealand Golf, Takapuna, Auckland

## New Zealand Golf

New Zealand Golf is the governing body for golf in New Zealand responsible for fostering and developing the game. New Zealand Golf provides a wide range of services associated with the game including the national handicapping system, managing the New Zealand Golf representative teams, operating 20 elite amateur golf tournaments and overseeing the running of the New Zealand Open Championships.

The strategic intent of New Zealand Golf is to Grow and Support the game of golf so that it becomes New Zealand's Favourite Pastime. We believe that the game of golf provides unique and lifelong enrichment therefore by encouraging more New Zealander's to grow their love of golf, we can have a positive impact on New Zealand society.

While the core function of this position is to ensure the integrity and efficiency of all financial functions within New Zealand Golf, this role presents an exciting and unique opportunity to help shape the future growth of New Zealand's largest participation sport.

## Purpose of the Position

To ensure the integrity and efficiency of all financial functions within New Zealand Golf to drive the increased financial stability and sustainability of the organisation.

To be accountable for:

- Financial control: including external reporting, management/internal reporting, maintenance of an effective system of internal controls and financial systems.
- Decision support/strategy: including budgeting, forecasting, contributing to overall strategy and resource allocation.
- Risk management: organisational risk framework (strategic, operational and financial).

Identify strategic opportunities to raise New Zealand Golf's financial performance and to identify, develop and implement opportunities for innovation and change improvement within the organisation.

To provide strategic direction and leadership at New Zealand Golf through membership of the management team who inspire staff to deliver the strategic plan.

## Key Responsibilities

KEY TASK	EXPECTED OUTCOME:
<p><i>Overall Role Accountability</i></p>	<ul style="list-style-type: none"> <li>• You are accountable for your own output, the output of your team, and building and developing an effective team. You will attend to all dimensions of your role – the technical, people and work planning dimensions.</li> </ul>
<p><i>Financial Leadership and Management (Technical Aspects)</i></p>	<ul style="list-style-type: none"> <li>• Contributing to and coordinating the development and implementation of New Zealand Golf's strategy and annual business plan through your role on the management Team.</li> <li>• Developing and implementing a programme of enhancing core business management processes including but not limited to:               <ul style="list-style-type: none"> <li>○ Meaningful business plans and annual resource allocation.</li> <li>○ Developing business acumen that enhances financial accountability at all levels.</li> <li>○ Providing financial reporting services that support teams in managing their financial outcomes.</li> <li>○ Enhancing Board reporting.</li> <li>○ Ensure funding lines are in place and proactively managing organisation cash flow.</li> <li>○ Streamlined compliance with all statutory requirements.</li> </ul> </li> <li>• Establishing and maintaining effective and consistent financial management systems, policies, standards and reporting requirements, including:               <ul style="list-style-type: none"> <li>○ Ensuring that New Zealand Golf's financial risk and exposure is prudently managed.</li> <li>○ Ensuring adequate insurance coverage is taken out; and management of all insurance claims.</li> <li>○ Producing and analysing the required suite of financial reports and providing commentary on same, identifying and acting on key findings.</li> <li>○ Ensuring the Finance Team provides efficient and effective transactional processing services within required standards.</li> <li>○ Providing specific strategic financial advice and analysis in relation to proposed programmes, projects and initiatives, particularly in relation to financial risks and implications and commercial considerations.</li> </ul> </li> <li>• Providing reliable reporting, strategic and operational advice and support to New Zealand Golf's Board and the Audit &amp; Risk Committee on these key areas to maximise confidence in management by the Board, and ensure maximum confidence in the financial stewardship of New Zealand Golf.</li> <li>• Proactively lead the risk and assurance processes including the approach to setting internal controls, monitoring and reporting.</li> <li>• Managing New Zealand Golf's properties and assets.</li> <li>• Managing New Zealand Golf's information systems and IT environment, including:               <ul style="list-style-type: none"> <li>○ Maintaining an effective Information System Strategic Plan.</li> <li>○ Recommending changes to information and technology systems to advance the efficiency and effectiveness of New Zealand Golf's systems and IT to contribute to the achievement of New Zealand Golf's strategies</li> <li>○ Managing delivery of operational IT support (currently via third party).</li> </ul> </li> <li>• Developing and maintaining a strong working relationship with New Zealand Golf's stakeholders for effective relations on financial matters.</li> <li>• Providing secretarial services to the Audit &amp; Risk Committee of the Board, including agenda setting, organising Committee papers, managing minute-taking and ensuring implementation of the outcomes of the Committee's deliberations.</li> </ul>

<p><i>People Management</i></p>	<ul style="list-style-type: none"> <li>• You are accountable for ensuring your team is managed effectively, through:             <ul style="list-style-type: none"> <li>○ Effective use of New Zealand Golf’s people management systems, policies and procedures.</li> <li>○ Guiding and coaching your direct report to build strong, direct relationships with other teams within New Zealand Golf and their stakeholders.</li> <li>○ Championing a high performance culture within your team and the organisation.</li> <li>○ Building a mindset of customer focus and service excellence.</li> <li>○ Developing open and trusting workplace relations.</li> <li>○ Providing a safe working environment.</li> <li>○ Growing individual and organisational capability.</li> <li>○ Ensuring the appropriate people and skills to meet business requirements.</li> </ul> </li> </ul>
<p><i>Stakeholder and Relationship Management</i></p>	<ul style="list-style-type: none"> <li>• You are expected to work productively with all your colleagues to achieve optimal results for New Zealand Golf’s stakeholders. This requires you to be cognisant of the effect of your work on other parts of New Zealand Golf.</li> <li>• Your key role relationships are:             <ul style="list-style-type: none"> <li>○ <b>Internal relationships:</b> Chief Executive, Board of Directors, all colleagues in the New Zealand Golf team.</li> <li>○ <b>External relationships:</b> Financial advisors, preferred suppliers, District Associations, golf clubs, banking and other financial / funding institutions, external auditors, outsourced service providers including IT.</li> </ul> </li> </ul>
<p><i>Financial Sustainability</i></p>	<ul style="list-style-type: none"> <li>• Support the CEO and Commercial Manager in developing projects for long term diversification of revenue streams.</li> <li>• Support the Commercial team to develop a strategic revenue plan to identify potential revenue sources (sponsorships, grants, donations) and new income streams.</li> <li>• Lead the continual refinement of smarter information systems, centralised information, increased financial and operational KPI information and trend analysis and benchmarking of New Zealand Golf performance against performance measures.</li> </ul>
<p><i>Health and Safety</i></p>	<ul style="list-style-type: none"> <li>• Provide leadership and direction in matters relating to Health and Safety by understanding and implementing the Health and Safety Policy.</li> <li>• Establish safe working practices at all times.</li> <li>• Motivate team members to comply with and participate in best practice principles.</li> <li>• Ensure team members participation in Health and Safety training.</li> </ul>

## Person Specifications

<b>WORK EXPERIENCE:</b>	
<ul style="list-style-type: none"> <li>• Executive management experience in a corporate, divisional or equivalent Chief Financial Officer role with at least 3-5 years' experience.</li> <li>• Must have experience working with:               <ul style="list-style-type: none"> <li>○ Driving change and business improvement programmes.</li> <li>○ Board governance processes.</li> <li>○ Cash flow management.</li> <li>○ Long-term Balance Sheet optimisation; and</li> <li>○ Risk analysis and risk management.</li> </ul> </li> <li>• Experience in managing delivery of IT services to meet business needs is also preferred.</li> </ul>	
<b>SKILLS AND KNOWLEDGE:</b>	
<i>Technical Skills (Specific Job Skills)</i>	<ul style="list-style-type: none"> <li>• Understanding of accounting and process improvement disciplines.</li> <li>• Understanding of Finance/Payroll/ systems.</li> <li>• Professional qualifications and a commitment to ongoing professional development.</li> <li>• Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.</li> </ul>
<i>Professional Knowledge</i>	<ul style="list-style-type: none"> <li>• Knowledge of product and services provided by New Zealand Golf.</li> <li>• Understanding of reporting requirements.</li> <li>• Understanding of FBT and GST legislation.</li> <li>• Knowledge of any associated legislation, regulations, policies and practices required for the position.</li> </ul>
<i>General Financial Management Abilities</i>	<ul style="list-style-type: none"> <li>• A commitment to innovation, internal business improvements and accountability for the organisation.</li> <li>• Commitment and skills and experience to deliver value-added business analysis, assess business risks and provide hands-on support to managers – including working closely in a team environment with management and contributing to business strategy and development, being an internal advisor and helper, being proactive in providing commercial, strategic finance and accounting direction and analytical and business support to New Zealand Golf divisions.</li> <li>• The fortitude to ensure a risk awareness, internal control and compliance culture throughout the organisation and to ensure compliance with organisational standards and policies and processes.</li> </ul>
<i>General Managerial Abilities</i>	<ul style="list-style-type: none"> <li>• Proven senior experience and skills in the development and implementation of organisation strategy.</li> <li>• Track record showing strong business acumen.</li> <li>• Strong commercial negotiating skills.</li> <li>• Strong leadership and interpersonal skills, and a demonstrated track record of people management skills in a culturally diverse environment.</li> <li>• Ability to influence others, with excellent team building, collaboration and partnering skills.</li> </ul>

<p><i>Core Competencies</i></p>	<ul style="list-style-type: none"> <li>• You are expected to display the following leadership qualities and behaviours in your everyday practice:             <ul style="list-style-type: none"> <li>○ Strategic ability and agility.</li> <li>○ Managing vision and purposes.</li> <li>○ Integrity and trust.</li> <li>○ Professionalism.</li> <li>○ Interpersonal skills.</li> <li>○ Dealing with ambiguity and change.</li> <li>○ Personal awareness.</li> </ul> </li> </ul>
<b>QUALIFICATIONS</b>	
<p><i>Essential</i></p>	<ul style="list-style-type: none"> <li>• Tertiary qualified in Finance or appropriate discipline.</li> <li>• Must be a Certified Accountant (CA).</li> <li>• Must be legally entitled to work in New Zealand.</li> </ul>
<p><i>Preferred</i></p>	<ul style="list-style-type: none"> <li>• MBA or post graduate qualification.</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	
<ul style="list-style-type: none"> <li>• Is passionate about sport (ideally golf).</li> <li>• Commitment to New Zealand Golf values and culture.</li> <li>• Positive and enthusiastic attitude, engaging, collaborative, compassionate.</li> <li>• Leads from the front.</li> <li>• Willingness to be held accountable.</li> <li>• Able to manoeuvre through complex political situations effectively and quietly.</li> <li>• Ability to work with a high level of public scrutiny.</li> <li>• Willing and able to work in the best interest of New Zealand Golf.</li> <li>• Willingness to work in a dynamic and fast paced work environment.</li> <li>• A flexible attitude to working, willing to work evenings and weekends on occasions when required.</li> </ul>	