

## Head of Finance

# Job Description

<b>Date</b>	January 2024
<b>Location / Business Unit</b>	Auckland or Wellington
<b>Reporting to</b>	Chief Executive Officer
<b>Functions</b>	<ul style="list-style-type: none"><li>• Managing the Finance function</li><li>• Providing annual business plans and budgets</li><li>• RNZ internal Audit</li><li>• Financial risk and compliance</li></ul>
<b>Position Type</b>	Permanent Full-time

### Te Tūranga - About the Role

As the Head of Finance (HoF) you'll contribute to the continued development and achievement of RNZ's strategy and assist the CEO and your executive colleagues in the management of the company's business planning and financial performance processes. You will do this by providing detailed, thorough management reporting, financial analysis, financial risk management and guidance to support bold and confident decision making.

As a trusted financial partner, you will work closely with the CEO, the Chief Performance Officer and the Audit and Risk Sub Committee, and external stakeholders, to ensure RNZ can appropriately fund its strategic aspirations. This will require a high level of proactiveness and thinking outside of the square.

## **Te Mahi - About the job**

### **Financial Leadership**

- Take responsibility for all aspects of financial management within RNZ including the establishment of all financial plans including budgets and forecasts for, financial performance, financial position, cash flow, capital expenditure and investment and divisions.
- Ensure financial plans are sustainable and consistent with all facets of strategic and business plans
- Monitoring performance and provision of monthly and quarterly financial management statements
- Provide briefings and reports to audit committee, Board of Governors and RNZ's monitoring agencies.
- Ensure appropriate financial management and reporting policies, procedures and systems are complied with
- Ensure the RNZ balance sheet is managed and leveraged to best effect for RNZ
- Ensure all managers have appropriate and necessary financial management training and resources
- Ensure RNZ consistently receives clear audit opinions and financial management assessments from Audit NZ and the Controller and Auditor-General of a minimum rating of 'good.'

### **Strategic and Team Leadership**

- Monitor clear financial performance objectives for the organisation and your team members, and the reporting thereon
- Optimise cost efficiency while ensuring the achievement of RNZ's strategic objectives
- Effectively and efficiently manage financial planning, risk and compliance
- Help build a positive work culture that encourages high performance
- Maintain appropriate communication systems for the effective flow of information across the organisation and your team
- Provide appropriate coaching, development and training opportunities to ensure the team learn and change as the organisation changes
- Lead the redevelopment and implementation of the relevant RNZ policies (Finance and compliance) and systems that move the organisation forward
- Ensure the Finance function is customer focused, assisting managers to set and meet budgets.

### **Planning and Performance**

- Ensure the appropriate financial planning policies and processes are in place to assist in the development and monitoring of RNZ's strategic and business plans
- Development and implement financial risk management strategies to minimise the disruption to RNZ's business operations and to protect our shareholders' ownership interest
- Ensure an internal audit programme is approved yearly and identified areas of risk are managed
- Ensure all RNZ financial policies and procedures consistent with RNZ's legislative requirements and meet future needs of RNZ, including the editorial policy
- Develop, monitor, and deliver the annual business plan for the Head of Finance's direct areas of responsibility

### **Business Development**

- Be commercially savvy, do-good deals
- Maintain business relationships within the industry, suppliers, funders etc
- Show good regard to the media industry and other organisations needs that could be met by RNZ
- Evaluate business opportunities for adoption by RNZ bearing in mind RNZ's legislative mandate and operational capability

## Other

- Display high level of initiative and commitment to RNZ as it seeks to achieve the aims of the Charter
- Actively participate in and contribute to the development and achievement of own performance targets and the review of the work priorities to achieve the organisation's goals and objectives
- Act in a manner consistent with Equal Employment Opportunities principles and practices

## Ōu Pūkenga - About You

<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A relevant tertiary qualification in a commercial or financial management discipline</li><li>• CA qualified with around 10 years post qualification experience</li></ul>
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"><li>• Senior management experience in some or all areas covered by the position</li><li>• Proven commercial experience in contract management and negotiation</li><li>• A high level of proactiveness and thinking outside of the square, supporting the business to achieve its' strategic outcomes</li><li>• A customer focused approach</li><li>• Exceptional conceptual, analytical, and decision-making skills</li><li>• Effective negotiation and conflict resolution skills</li><li>• Excellent networking with cultural and other community groups</li><li>• Excellent stakeholder engagement skills</li><li>• Experience with board and subcommittee reporting and presenting</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Leadership and Teamwork</li><li>• Strategic capability</li><li>• Managing Self</li><li>• Outcome driven</li></ul>

# Te Ahurea - Our Culture

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## RNZ Attitudes

RNZ Attitudes are all about how we work. These attitudes are how we demonstrate our culture through our everyday actions, behaviour and decisions. They drive how we do things, what we value and what's expected of us. They exist so that RNZ is a culture for everyone to enjoy and flourish in.



We're bold and think big. We find a way to make things happen. We learn best by doing. We believe that trying and failing is better than not trying at all.



We deal with problems or new tasks with energy and creativity. We try new things, we evolve and we move fast.



We encourage people to flourish. we extend love and compassion to others and nurture relationships. We have collective strength and cherish individuality.

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## Leadership Expectations

The Leadership Expectations outline what we expect our leaders to do. We have determined three critical capabilities that we need to focus on:

- Understand & Develop Self and Others
- Execute Strategy
- Lead Change & Uncertainty

At RNZ, we are all leaders in driving our culture and performance against our strategy.

 <p><b>I understand and develop myself and others</b></p>	 <p><b>I execute our strategy, with and through others</b></p>	 <p><b>I embrace and lead change</b></p>
<ul style="list-style-type: none"><li>• Understand my own development areas and actively work on them</li><li>• Create development plans for all my people</li><li>• Support your people to grow and develop by having regular and meaningful conversations</li><li>• Coach others and give feedback</li><li>• Have courageous conversations</li><li>• Lead with emotional intelligence</li></ul>	<ul style="list-style-type: none"><li>• Understand and communicate RNZ's strategic goals</li><li>• Create line of sight and set aligned team vision and goals</li><li>• Make decisions and empower my team to make decisions</li><li>• Operate with our target audience in mind</li><li>• Work collaboratively to achieve goals and resolve conflict</li></ul>	<ul style="list-style-type: none"><li>• Champion culture by role modelling the RNZ attitudes</li><li>• Understand and champion the case for change</li><li>• Communicate with others and bring people on the journey</li><li>• Support your people through change – building resilience and wellbeing of your teams</li><li>• Empower your people to try things, adapt and innovate</li><li>• Hold people to account</li><li>• Lead with a growth mindset</li></ul>