

Job Description



TITLE OF POSITION: Chief Financial Officer
POSITION TYPE: Permanent, Full Time Employee
TEAM: Finance
REPORTS TO: Chief Executive Officer
LOCATION: Head Office, 164 Hereford St Christchurch
DATE ESTABLISHED: Revised January 2010

AIM OF NEW ZEALAND CRICKET
<p>Cricket is recognised as New Zealand’s premier summer sport and New Zealand Cricket (NZC) as a world-leading sporting organisation. We want cricket to be a vibrant game able to inspire New Zealand through outstanding performance.</p> <p>Our purpose is to be an outstanding cricket organisation. We achieve our purpose by: providing vision, direction, guidance to cricket at all levels of the game throughout New Zealand; displaying clear, decisive, honest and innovative leadership within the family of cricket in New Zealand and as a member of the international cricket community; stimulating the growth of the game and strengthening its support base; fostering a culture of excellence and accountability throughout cricket in New Zealand; developing outstanding BLACKCAPS and White Ferns teams supported by world class elite player development programmes; developing a strong and sustainable commercial base; and delivering successful sporting events.</p>

PURPOSE OF THE POSITION
<p>To ensure financial sustainability, enhance financial performance, maximise return on investment, and optimise resource allocation.</p> <p>To be accountable for-</p> <ul style="list-style-type: none"> ▪ Financial control: including external reporting, management/internal reporting, tax, maintenance of an effective system of internal controls and financial systems ▪ Corporate finance: including treasury management, debt financing, and optimising the balance sheet structure ▪ Decision support/strategy: including budgeting, forecasting, contributing to overall strategy and investment prioritisation ▪ Risk management: organisational risk framework (strategic, operational and financial). <p>Contribute to development of the broad strategic objectives of NZC and then plan the activities of your group to ensure their achievement. You are expected to identify strategic opportunities to raise NZC’s financial performance and to identify, develop and implement opportunities for innovation and change improvement within your group.</p> <p>To provide strategic direction and leadership at NZC through membership of the Executive Team. Provide leadership and direction for the broader Finance Team, including managing your direct reports.</p>

TASK DESCRIPTION (Prime Responsibilities)	
Key Task:	Expected Outcome:
<i>Overall Role Accountability</i>	<ul style="list-style-type: none"> • 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.
<i>Financial Leadership and Management (Technical Aspects)</i>	<ul style="list-style-type: none"> • Contributing to and coordinating the development and implementation of NZC’s strategy and annual business plan through your role on the Executive Team • Developing and implementing an approved long term financial strategy as well as annual financial plans that match and promote NZC’s strategy. This includes: <ul style="list-style-type: none"> ○ Ensuring adequate financial flexibility ○ Managing all finance and treasury management operations ○ Establishing and maintaining relevant statutory and policy documentation ○ Managing the Player Payment Pool (PPP) ○ Ensuring that NZC’s investments and funds are appropriately evaluated and structured, new investment decisions are optimised, sound capital allocation is achieved, positive cashflows are maintained, and return on funds invested is optimised • Establishing and maintaining effective and consistent financial management strategies, systems,

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	<p>policies, standards and reporting requirements, including</p> <ul style="list-style-type: none"> ○ Ensuring that NZC's financial risk and exposure is prudently managed, including management of tax liabilities ○ Ensuring adequate insurance coverage is taken out; and management of all insurance claims ○ Producing and analysing the required suite of financial reports and providing commentary on same, identifying and acting on key findings ○ Ensuring the Finance Team provides efficient and effective transactional processing services within required standards ○ 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 <ul style="list-style-type: none"> • Acting as a centre of excellence on key corporate areas of finance, strategy, investment, decision support, risk and value management • Providing reliable reporting, strategic and operational advice and support to NZC's Board and the Audit & Risk Committee on these key areas to maximise confidence in management by the Board, and ensure maximum confidence in the financial stewardship of NZC • Managing NZC's risk management framework, including all aspects of legal compliance, and strategic and operational risk identification and monitoring • Managing NZC's properties and assets • Managing NZC's information systems and IT environment, including <ul style="list-style-type: none"> ○ Maintaining an effective Information System Strategic Plan ○ Providing effective project management and the delivery of all IS and IT projects to plan and budget ○ Recommending changes to information and technology systems to advance the efficiency and effectiveness of NZC's systems and IT to contribute to the achievement of NZC's strategies • Developing and maintaining a strong working relationship with NZC's stakeholders for effective relations on financial matters • Developing and maintaining a strong working relationship with NZC's bankers and other funding organisations • Providing secretarial services to the Audit & 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 • Chairing or participating in Project Teams as required.
<i>People Management</i>	<ul style="list-style-type: none"> • You are accountable for ensuring everyone in your group is managed effectively, through: <ul style="list-style-type: none"> ○ Effective use of NZC's people management systems, policies and procedures ○ Guiding and coaching your direct reports to build strong, direct relationships with their teams, other teams within NZC and their stakeholders ○ Championing a high performance culture within your team ○ Building a mindset of customer focus and service excellence among members of your group ○ Developing open and trusting workplace relations ○ Providing a safe working environment ○ Growing individual and organisational capability ○ Ensuring the appropriate people and skills to meet business requirements.
<i>Finance Team Work Plans</i>	<ul style="list-style-type: none"> • You are expected to: <ul style="list-style-type: none"> ○ Cascade NZC's strategies into an effective group business plan for your group ○ Plan and implement the business direction and plan of your group

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Key Task:	Expected Outcome:
	<ul style="list-style-type: none"> ○ Make best use of assigned resources to meet the plan outputs ○ Ensure maximum alignment between organisational objectives and the work of your group.
<i>Stakeholder and Relationship Management</i>	<ul style="list-style-type: none"> • You are expected to work productively with all your colleagues to achieve optimal results for NZC's stakeholders. This requires you to be cognisant of the effect of your work on other parts of NZC • Your key role relationships are: <ul style="list-style-type: none"> ○ Internal relationships: Chief Executive, Board of Directors, your direct reports, all peers in NZC's Executive Team ○ External relationships: Financial advisors, preferred suppliers, NZCPA, MA's, ICC, Affiliate Countries, banking and other financial / funding institutions, external auditors, outsourced service providers
<i>Financial Sustainability</i>	<ul style="list-style-type: none"> • Review current financial framework: <ul style="list-style-type: none"> ○ Review current funding model ○ Lead strategic analysis <ul style="list-style-type: none"> ▪ Analyse the programmes and service provided ▪ Calculate total cost of each programme (including activity based costing) ▪ Allocating revenues (income for services, grants, contributions, sponsorship) ○ Develop alternate funding models and generate alternatives ○ Evaluate and decide on preferred model • Work with commercial team to develop a strategic revenue plan to identify potential revenue sources (sponsorships, grants, donations) and new income streams • Lead the implementation of smarter information systems, provision centralised information, increased financial and operational KPI information and trend analysis and benchmarking of NZC performance against performance measures • Maintain partnership with Lincoln • Maintain awareness of potential opportunities for different funds and scholarships, gather eligibility criteria, and recommend needed action by Managers/CEO/Board
NZC Manager Standard Job Requirements	<ul style="list-style-type: none"> • Carry out all duties described in the NZC Manager Standard Job Requirements, which may be updated from time to time

PERSON SPECIFICATIONS
 List the experience, skills, knowledge and qualifications required for competent job performance. List the personal attributes that will be required for this role to be successful.

WORKING EXPERIENCE:

- Executive management experience in a corporate, divisional or equivalent Chief Financial Officer role with at least 5-7 years experience
- Must have experience working with:
 - Foreign currency
 - Corporate finance
 - Long-term Balance Sheet optimization; and
 - Risk analysis and risk management
- Experience implementing IT solutions such as accounting, payroll, and HRIS systems is preferred

SKILLS AND KNOWLEDGE:	
<i>Technical Skills (Specific Job Skills)</i>	<ul style="list-style-type: none"> ▪ Understanding of accounting disciplines ▪ Understanding of modern Accounting/Payroll/HRIS systems ▪ Professional qualifications and a commitment to ongoing professional development ▪ Has the functional an technical knowledge and skills to do the job at a high level of accomplishment
<i>Professional Knowledge</i>	<ul style="list-style-type: none"> ▪ A knowledge of product and services provided by NZC ▪ Understanding of IFRS reporting requirements ▪ Understanding of FBT and GST legislation

SKILLS AND KNOWLEDGE:	
	<ul style="list-style-type: none"> ▪ Understanding of taxation and reporting requirements in NZ ▪ Knowledge of any associated legislation, regulations, policies and practices required for the position
<i>General Financial Management Abilities</i>	<ul style="list-style-type: none"> ▪ Commitment to ensuring the Finance division as a "Business Partner" of management (rather than a traditional "Scorekeeper / historical recorder" function) encompassing - <ul style="list-style-type: none"> ○ A commitment to innovation, internal business improvements and accountability for the Finance division's performance – being prepared to demonstrate the value that the Finance Division brings to NZC and justify the costs of its services ○ 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 NZC divisions ▪ 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
<i>General Managerial Abilities</i>	<ul style="list-style-type: none"> ▪ Proven senior experience and skills in the development and implementation of corporate strategy ▪ Track record showing strong business acumen ▪ Strong commercial negotiating skills ▪ Strong leadership and interpersonal skills, and a demonstrated track record of people management skills in a culturally diverse environment ▪ Ability to influence others, with excellent team building, collaboration and partnering skills
<i>Core Competencies (refer to Lominger FYI Book for definitions)</i>	<ul style="list-style-type: none"> ▪ You are expected to display the following leadership competences in your everyday practice: <ul style="list-style-type: none"> ○ Strategic ability and agility ○ Managing vision and purposes ○ Integrity and trust ○ Drive for results ○ Interpersonal skills ○ Managerial courage ○ Self knowledge ○ Dealing with ambiguity and change ○ Personal awareness

QUALIFICATIONS
<p>ESSENTIAL:</p> <ul style="list-style-type: none"> • Tertiary qualified in Finance or appropriate discipline • Must be a Certified Accountant (CA) • Drivers License • Must be legally entitled to work in New Zealand
<p>PREFERRED:</p> <ul style="list-style-type: none"> • MBA or post graduate qualification

PERSONAL ATTRIBUTES:
<ul style="list-style-type: none"> ▪ Is passionate about cricket or sport ▪ Commitment to NZC values and culture ▪ Positive and enthusiastic attitude, engaging, collaborative, compassionate ▪ Leads from the front ▪ Willingness to be held accountable ▪ Able to manoeuvre through complex political situations effectively and quietly ▪ Ability to work with a high level of public scrutiny ▪ Willing and able to work in the best interest of NZ Cricket ▪ Willingness to work in a dynamic and fast paced work environment

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PERSONAL ATTRIBUTES:

- A flexible attitude to working, willing to work evenings and weekends, understands cricket is a seasonal sport where seasonal variations are required to get the job done

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Delegations of Authority	
Capital Expenditure	\$ tbc
Operational Expenditure	\$ tbc
Authorisation to Hire	Yes
Authorised to sign Contracts	Yes

Responsible For:	
No. of Staff	4
Budget	\$ tbc
Revenue	\$ tbc
<hr/> Manager's Signature	
<hr/> HR Signature	