

Whakaaturanga Mahi - Job description

Job details

Job title:	Chief Financial Officer/Commercial Director (CFO)
Reports to:	Chief Executive (CE)
Direct reports:	3
Role:	1 FTE
Key relationships:	
<i>Internal:</i>	Executive Leadership Team All Enable New Zealand Staff
<i>External:</i>	Enable New Zealand Board Whaikaha – Ministry of Disabled People Accident Compensation Corporation Te Whatu Ora – Health New Zealand Other Government Agencies Contractors/Consultants Third party contracted providers – equipment suppliers and sub-contractors Disabled people and their whānau
Location:	Palmerston North

Ko wai mātou - Who we are

Our mission is to support disabled people and their whānau to live everyday lives in their communities. We do this by effectively managing access to equipment and modifications for disabled people and their whānau on behalf of Whaikaha – Ministry of Disabled People (**Whaikaha**) and the Accident Compensation Corporation (**ACC**).

He aha ngā painga ki a mātou - What matters to us most

At Enable New Zealand, we care about making a difference to disabled people and working together as a team.

He aha te mahi - Role purpose

Reporting to the Chief Executive, the Chief Financial Officer/Commercial Director (CFO) is a permanent full-time role based in Palmerston North. The role is a member of the Executive Leadership Team and is responsible for leading the organisation’s strategic financial strategy encompassing financial operations, financial control, capital, resource deployment, accounting compliance, growth and performance.

The position will also oversee Enable New Zealand’s commercial approach providing best practice financial leadership to ensure robust commercial decision making and financial sustainability.

Duties include ensuring accurate financial planning and budgeting, and ensuring financial controls are managed according to legislative requirements, company policy and direction. They will also analyse the company's financial strengths and weaknesses to support organisational growth.



This position demands a unique blend of financial acumen and commercial insight, along with strong leadership and strategic vision. The CFO plays a crucial part in steering the organisation towards its financial and business goals, while maintaining sustainable financial practices.

Ngā mahi haepapa - Role responsibilities

Key objectives	Responsibilities
Stewardship and Strategy	<ul style="list-style-type: none"> • Contributes to the organisation’s long-term strategy and investment plan as a key member of the Executive Leadership team. • Develop and execute the organisations financial strategy to maximise revenue, profitability and market share. • Maintain up to date knowledge of the company’s competitive positioning to drive effectiveness and gain competitive advantage. • Providing regular updates and reports to ELT, and the Board on financial management, financial performance and financial sustainability and be an advocate for and a driver of business change. • Develop commercial models and approaches to support business development, sustainability and growth.
Collaboration and Partnerships	<ul style="list-style-type: none"> • Tactically develop and foster key strategic alliances that advance Enable New Zealand’s strategic goals. • Proactively identify opportunities to promote the Enable brand and to promote Enable New Zealand as the employer of choice. • Support and promote positive and mutually beneficial working relationships with key agencies to achieve shared outcomes. • Participate in regional and national forums in relation to Enable New Zealand contracts and services.
People and Leadership	<ul style="list-style-type: none"> • Demonstrate a commitment to the strategic direction of Enable New Zealand and inspire team members to succeed both individually and collectively. • Support a distributed leadership culture that fosters cross functional collaboration, shared decision making and empowers teams to take initiative in all areas of work. • Role model organisational values across the organisation. • Is performance driven and leads teams to continuously achieve high levels of performance in their everyday work. • Takes ownership of own and team’s performance management and development, actively encourages individuals to achieve organisational goals.
Pricing and Revenue Management	<ul style="list-style-type: none"> • Ensure the financial viability of the organisation as a whole and each operational service is achieved, maintained and where possible enhanced. • Oversee contract profitability model, identify opportunities to improve effectiveness and efficiency. • Monitor industry trends, competitive landscape to identify emerging opportunities and potential threats.
Financial Control, Compliance and Regulatory	<ul style="list-style-type: none"> • Oversee the operations of the Finance team, ensuring the development and maintenance of appropriate accounting systems, controls, and records, ensuring compliance with statutory and related accounting and tax regulations and requirements.

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Key objectives	Responsibilities
	<ul style="list-style-type: none"> • Provide advice and assurance to the Board, Chief Executive and Leadership Team on financial management, financial performance and financial sustainability and be an advocate for and a driver of business change. • Together with the CE and ELT, develop and recommend to the Board an annual operating plan and financial budget that support the organisation’s short-term and long-term strategy, and monitor the organisations performance against such plan and budget. • Provides financial leadership by ensuring the provision of relevant, accurate and timely financial reporting, including budgeting and forecasting models. Manages the cashflow in accordance with policy. • Recommend for Board approval key parameters of cashflow management (including any treasury policies) and ensures cashflow managed in accordance with agreed parameters. • Ensure that all financial expenditure complies with organisational and contractual delegations and authorities. • Ensure all statutory or regulatory returns, reports and disclosures are completed and filed within required time frames. • Subject to any penalties arising from a Board directive, ensures that Enable New Zealand is not required to pay or undergo any penalty due to non-compliance with any legislative requirements.
<p>Performance Monitoring and Reporting</p>	<ul style="list-style-type: none"> • Report regularly (at agreed intervals) to the CE and Board (when required) on the organisation’s financial performance detailing key business opportunities and risks for consideration by the Board. • Ensures all monthly management and financial reports are prepared in an accurate and timely manner in accordance with agreed timeframes and are accompanied by appropriate commentary or notes. • Develop appropriate performance measures to monitor and drive the financial performance of the organisation. • Use data-driven insights to drive performance and effectiveness in the organisation’s operations. • Lead the implementation of automated/streamlined processes and systems that improve customer service and business efficiencies. • Regularly reviews all banking and financial services facilities to ensure the level of service and cover required by Enable New Zealand is a given at any time. • Establishes and regularly reviews financial and management reporting models and templates to ensure reporting is relevant and concisely presented. • Participate in delivering accountability documents and statutory reporting as required and has thorough knowledge of relevant legislative requirements. • Research and analysis of information and preparation of reports, proposals, correspondence, and general communication documents are delivered as required, on time and to a high standard. • Works across the organisation to develop and maintain relevant financial, management and client associated data collection systems to inform and future proof service.

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Key objectives	Responsibilities
<p>Risk Management and Audit</p>	<ul style="list-style-type: none"> Oversee the organisations internal audit programme ensuring effective internal controls are in place and steps taken to enhance, where necessary, the internal control systems within the organisation. Continually drive a robust risk management and legislative compliance culture by leading and implementing appropriate risk management strategies and action plans. Liaise with Enable New Zealand’s external accountants and auditors in respect of the preparation and audit of the Financial Statements and annual reporting requirements. All external audits completed meet expectations of compliance and issues agreed with the CE. All issues arising from an external audit are remedied without unreasonable delay. Actively contribute to the management and delivery of all governance related activities including risk and compliance management of operations.
<p>Health and Safety As a senior leader of the organisation, exercises leadership and due diligence in health and safety matters and ensures the successful and effective implementation of health and safety strategy and initiatives</p>	<ul style="list-style-type: none"> Is familiar with all policies and procedures as they affect the work environment. Lead safe working procedures being practised within compliance constraints, and no person is endangered through action or inaction. Include HSW responsibilities in all performance management goal setting and plans. Is aware of and can identify hazards and act, accordingly, including preventing or minimising the adverse effects of hazards. Ensure that all incidents, including near misses, are reported within the required timeframe using Enable New Zealand’s incident reporting system. Actively participate in Enable New Zealand’s health and safety programmes, through input into meetings and feedback through committee structures.
<p>Te Tiriti o Waitangi and Equity Demonstrates commitment to Te Tiriti o Waitangi through the development and delivery of culturally appropriate services</p>	<ul style="list-style-type: none"> Applies knowledge of Te Tiriti o Waitangi and its application in Health to all work practices. Attend appropriate Te Tiriti o Waitangi education sessions. Regularly engages with Māori, customers and health and disability organisations to support service development, improvement and innovation that increases equitable outcomes for our customers and staff.

Ngā āheitanga matua - Key Competencies

Competencies are the skills, knowledge, and attributes required to be fully competent in this position. There will be a programme available for appointees to meet competencies where a need for continued development is identified. For the purposes of selection, essential competencies have been identified, and decisions will be made based on the ability of applicants to meet these:

Qualifications and Experience

Essential

- At least 5 years' experience working at an executive/senior leadership level in a complex organisation.
- Knowledge and understanding of the machinery of government.
- Extensive experience working with board of directors and committees.
- Proven ability to think strategically, conscious of the bigger picture and the long-term implications on an operational service.
- Certified Accountant (CA) or a qualification that will ensure registration as an ICANZ member.
- Demonstrated ability to build and foster key strategic relationships.
- Experience in leading the development and implementation of financial strategy.
- Extensive experience advising senior executives on critical commercial, financial, and general business-related matters.
- Sound financial acumen with ability to manage budgets and annual plans within tight constraints.
- Highly goal-focused and possess outstanding interpersonal and interaction skills.
- Possess advanced verbal and written communication skills.
- Outstanding problem-solving skills, with the capability to break down complex problems into manageable pieces, and work methodically through to resolution.
- Prior experience working with central government including in a contracting and funding environment.

Desirable

- Extensive experience from company secretarial, governance, and regulatory perspective.
- Experience working within a diverse service environment.
- Understanding of the health and disability sector.
- External partner contract and performance management experience.

Physical Attributes:

Under the Human Rights Act 1993 discrimination based on disability is unlawful. Enable New Zealand Limited will make all reasonable efforts to provide a safe and healthy workplace for all, including persons with disability.

Every effort has been made to outline requirements clearly. If a potential applicant has uncertainties about their ability to fulfil these physical requirements, enquiry should be made whether it would be possible to accommodate a particular issue by obtaining advice from your respective manager.