Position Description:

**Chief Financial Officer**

**Reporting to:** Chief Executive Officer and Editor in Chief

**Date:** February 2020

**The role:**

As Chief Financial Officer (CFO) 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 planning and performance processes. You will do this by providing detailed, thorough management reporting, financial analysis, risk management and guidance to support bold and confident decision making.

As a trusted financial partner, you will work closely with the CEO, the Board, the Audit and Risk Sub Committee and external stakeholders to ensure funding for RNZ’s strategy aspirations is obtained and secured. This will require a high level of proactiveness and thinking outside of the square.

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**Position accountabilities**

**Strategic and Team Leadership**

- Contribute as a member of the Senior (Executive) Leadership Team of RNZ
- Establish and monitor clear 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
- Create an environment where people can perform effectively in their roles, feel included and develop
- Help build a positive work culture that encourages high performance
- Effectively and efficiently manage the Planning, Finance, Risk/Compliance, including Health and Safety, Legal and Contact Management functions and team
- 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
- Take all practicable steps to ensure Health and Safety is a priority at RNZ, working closely with HR in the wellbeing space.

**Planning and Performance**

- Ensure the appropriate business planning policies and processes are in place to assist in the development and monitoring of both the RNZ Strategic and the Annual Business Plans
- Development and implement risk management strategies to minimise the disruption to RNZ’s business operations and to protect shareholders ownership interest
- Ensure an internal audit programme is approved yearly and identified areas of risk are managed
- Ensure the all RNZ 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 CFO’s direct areas of responsibility.
**Financial management**

- 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 operations.
- Ensure financial plans are sustainable and consistent with all facets of strategic and business plans
- Monitoring performance and provision of monthly 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 developed, implemented and 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.’

**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**

- Will lead Health and Safety for the organisation and ensure all policies and guidelines are compliant, and complete responsibilities relating to the Health and Safety in the business plan
- 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 work priorities to achieve the organisation’s goals and objectives
- Act in a manner consistent with Equal Employment Opportunities principles and practices.

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**Candidate Profile / Person Specification**

**Education/Qualifications**

- A relevant tertiary qualification in a commercial or financial management discipline.

**Knowledge, experience and skills**

- Senior management experience in some or all areas covered by the position including representative experience at a senior level
- Proven commercial experience in contract management and negotiation
- Exceptional conceptual, analytical and decision-making skills
- Effective negotiation and conflict resolution skills
- Effective networking with cultural and other community groups.

**Personal Attributes / Senior Leadership Competencies (definitions available on request)**

- Leadership and Teamwork
- Strategic Capability
- Managing Self
- Outcome Driven
- Management
- Building and Maintaining Relationships