

Position Description:

Head of Finance

“He Mānuka Tū ki te Ahi”¹

Mānuka stands strong in the midst of heat and adversity

RotoruaNZ is committed to developing and promoting Rotorua as a destination of choice to live, work, study, visit, invest and do business. RotoruaNZ is the Economic Development Agency (EDA) and Regional Tourism Organisation (RTO) for the Rotorua district. Our work supports the development of the Rotorua economy, unlocking opportunities for commercial investment and providing employment, wealth and wellbeing for all of our people.

RotoruaNZ is a Council Controlled Organisation (CCO) that works in partnership with iwi, private sector business, local government, community organisations and central government to support their growth aspirations and enhance the Rotorua identity and reputation. We operate as a neutral entity and a trusted adviser, balancing the needs of each group of stakeholders for the benefit of the destination.

Rotorua Lakes Council has recently decided to transfer to RotoruaNZ, the delivery functions for both events and the commercially orientated venues (Energy Events Centre (EEC) and Sir Howard Morrison Centre (SHMC)). Combined with our existing responsibilities, RotoruaNZ will be even better placed to enhance Rotorua’s vibrancy through providing a wealth of enriching experiences and opportunities.

The strengths of our region include the natural environment, our vibrant and expressive Māori culture and the rich, invigorating experiences that are accessible to all. We’ll continue to leverage these strengths in our positioning and marketing of Rotorua to the rest of New Zealand and the world. We’ll continue to unlock the potential of Rotorua by:

- Strengthening Rotorua’s reputation as a vibrant world-class destination.
- Attracting, retaining and growing investment, talent and business across the district.
- Supporting efforts to revitalise the inner-city and Fenton Street corridor.
- Working closely with Te Arawa whānui to support the growth of their economy in alignment with the values set out in the Te Arawa 2050 Vision.
- Ensuring the impact of change achieves a balance between social, environmental, economic and wellness benefits for the people of Rotorua.

We are one team. Our work is underpinned by our values:

- Courage | Te Māiā – the courage to be bold and visionary
- Pride | Poho Kererū – Rotorua is at the heart of all we do
- Inclusivity | Te Whakawāitanga – We enable collaboration and teamwork
- Integrity | Te Ngākau Pono – We do what we say
- Fun | Pārakareka – We do it with energy and fun

The following pages provide the requirements of this specific job. In addition to these, job holders are also expected to be proactive in knowing and following Rotorua NZ’s policies and procedures.

¹ This whakatauki gifted to the organisation by Ngati Whakaue kaumatua, Kingi Biddle. It draws on the metaphor of Manuka that grows with strength and resilience in the heat of Rotorua’s geothermal environment, enabling a thriving ecosystem.

POSITION SPECIFICATION

POSITION:	Head of Finance
REPORTS TO:	Chief Executive
GROUP:	Leadership Team
LOCATION:	I-site, Rotorua NZ
POSITION PURPOSE:	<p>The Head of Finance will act as a key advisor and close liaison to the Chief Executive. The position provides financial insights to enable strategic business decision-making and ensures that RotoruaNZ's financial accounts meet all auditing, taxation, and reporting requirements. This role leads the finance team in delivering financial strategy and financial operations at RotoruaNZ. Key accountabilities include the management of cash flow, banking facilities, expenditures, budgets, and financial risks. Additionally, this role serves as the key liaison with auditors, banks, and other financial institutions. This role is integral to RotoruaNZ's success, ensuring financial sustainability and supporting strategic growth in alignment with the organisation's vision for economic development in Rotorua.</p> <p>In addition, the Head of Finance will oversee all 'corporate management functions'. A particular focus will be those functions that are delivered by Rotorua Lakes Council (Human Resources, Information Technology, and Property) under a Service Level Agreement.</p>
DELEGATIONS	<p>Number and nature of direct reports:</p> <ul style="list-style-type: none"> Finance Officer Business Support Manager
KEY ACCOUNTABILITIES:	<p>Financial Strategy & Leadership</p> <ul style="list-style-type: none"> Develop and implement financial policies, procedures, and long-term financial strategies. Lead budgeting, forecasting, and financial modelling to support business decisions. Advise senior leadership on financial risks, opportunities, and investments. <p>Financial Management & Reporting</p> <ul style="list-style-type: none"> Oversee financial reporting, including monthly, quarterly, and annual statements. Ensure compliance with accounting standards, tax regulations, and financial laws. Manage cash flow, working capital, and financial performance metrics. Oversee the management of banking relationships, ensuring adequate cash flow for daily operations. Ensure oversight of company secretarial functions, financial reporting, and shareholder communications. Key liaison with auditors, banks, and other financial institutions. <p>Financial and Management Accounting Services</p> <ul style="list-style-type: none"> Manage RotoruaNZ's financial accounts in compliance with required accounting standards and regulatory requirements. Deliver financial services efficiently, including accounts payable, accounts receivable, invoicing, and purchase order processes. Manage and report on outstanding debts and aged invoices. Optimise month-end financial reporting processes. Ensure contracted third-party accounting services meet agreed service levels. Utilise financial data and business management expertise to optimise RotoruaNZ's financial performance.

	<ul style="list-style-type: none"> • Monitor and report on financial performance, including job margins and business unit profitability. • Provide insights and support to address identified performance gaps. • Work closely with Heads of Departments to provide financial analysis and support <p>Leadership & Management</p> <ul style="list-style-type: none"> • Lead and mentor the finance team, fostering a high-performance culture. • Embed a culture of continual improvement and best practice management within the finance team, ensuring processes are regularly reviewed and optimised. • Engage the Finance Team by setting clear performance goals, providing training and development opportunities. Offer “hands-on” support to the team as required. • Allocate resources to align to individual strengths and development needs as appropriate. • Provide people leadership and management to reporting staff across all aspects of the employee lifecycle • Collaborate with internal departments to align financial planning with operational goals. <p>Risk & Compliance</p> <ul style="list-style-type: none"> • Implement internal controls to safeguard assets and ensure financial integrity. • Monitor and mitigate financial risks, including market volatility and liquidity. • Oversee payroll, tax filings, and statutory financial obligations. • Ensure compliance with financial delegation policies and recommend updates to the Board as necessary. <p>Systems & Process Improvement</p> <ul style="list-style-type: none"> • Optimise financial systems (ERP, treasury, payroll) for efficiency and accuracy. • Drive digital transformation in financial reporting and automation <p><i>NB: The key accountabilities listed above are not an exhaustive list. You may be expected to undertake additional responsibilities in the course of your employment that are consistent with the purpose of your employment.</i></p>
PERSON SPECIFICATION	
QUALIFICATIONS AND EXPERIENCE	<p>Required:</p> <ul style="list-style-type: none"> • Tertiary degree in Finance and/or Accounting. • CAANZ Chartered Accountant or CPA qualification (mandatory). • Minimum of 10 years of experience in finance, including at least 5 years in a leadership role. • Strong leadership, communication, and business acumen skills. • Proven experience in managing statutory accounts and annual reporting. • Excellent understanding of planning, performance and budgeting cycles and procedures. • Expertise in financial modelling, risk management, and regulatory compliance • Strong analytical, communication, and strategic planning skills • Experience with financial software (e.g., Xero, Oracle, SAP)
POSITION SPECIFIC COMPETENCIES AND ATTRIBUTES	<p>Core Competencies:</p> <p>Strategic Financial Leadership</p> <ul style="list-style-type: none"> • Proven ability to align financial strategy with long-term business goals, including risk assessment and growth planning.

	<ul style="list-style-type: none"> Expertise in financial modelling, forecasting, and scenario analysis to drive data-informed decisions. <p>Operational Financial Management</p> <ul style="list-style-type: none"> Mastery of budgeting, cost control, and cash flow optimization to ensure financial stability. Advanced knowledge of NZ financial regulations (e.g., FMA, IRD compliance) and GAAP/IFRS standards. <p>Stakeholder Communication</p> <ul style="list-style-type: none"> Strong ability to distil complex financial data into actionable insights for non-finance stakeholders (e.g., board, investors). Negotiation skills for liaising with banks, auditors, and government agencies. <p>Key Attributes:</p> <p>Visionary & Analytical Mindset</p> <ul style="list-style-type: none"> Forward-thinking approach to identify opportunities (e.g., digital transformation, ESG initiatives). Analytical rigor to interpret trends and mitigate risks (market volatility, liquidity crises). <p>Leadership & Team Development</p> <ul style="list-style-type: none"> Capacity to mentor finance teams, fostering a culture of accountability and innovation. Emotional intelligence to navigate conflicts and inspire cross-departmental collaboration. <p>Ethical Integrity & Adaptability</p> <ul style="list-style-type: none"> Unwavering commitment to ethical governance and transparency in financial reporting. Agility to pivot strategies amid economic shifts (e.g., inflation, sector disruptions). <p>Technical Proficiencies</p> <ul style="list-style-type: none"> ERP systems (e.g., Xero, SAP) and advanced Excel/BI tools. Familiarity with AI-driven financial analytics and automation
ORGANISATIONAL COMPETENCIES	
<p>VISIONARY AND ADVENTUROUS</p> <p><i>Boldly positive for Rotorua's future</i></p>	<ul style="list-style-type: none"> Create breakthrough strategies and plans Contribute broad knowledge and strategic perspective, forward looking, anticipating future trends and consequences Optimistic about future possibilities and likelihoods Harness customer information and network creativity for improvement Handle risk and uncertainty, able to shift gear and act without having the full picture
<p>RESULTS FOCUSED</p> <p><i>We get stuff done</i></p>	<ul style="list-style-type: none"> Focus resources on what is important and drive to add value Are dedicated to meeting the expectations and requirements of internal and external customers Set ambitious goals and steadfastly push to achieve them Are action oriented and energetically seize opportunities Willing to take a stand for what is important and work on tough assignments Work hard – pursue everything with energy, drive and a need to finish Face problems and challenging situations quickly and directly

Head of Finance

COLLABORATIVE <i>One Team</i>	<ul style="list-style-type: none"> • Facilitate a whole of Rotorua approach • Build constructive and effective relationships with all kinds of people – up, down and sideways, gaining their trust and respect • Encourage collaboration and partnership, working cooperatively with others • Mobilise collective effort around a compelling sense of purpose or inspiring vision • Create milestones and symbols to rally support and mark progress • Find common ground and solutions for the good of all • Define success in terms of the whole team