



Job Description

Job Title:	Chief Financial Officer
Department:	Operations
Location:	Parnell, Auckland
Role Type:	Full Time
Reporting to:	Chief Executive Officer
Direct Reports:	Financial Controller / Financial Analyst / Administrator

Firstly, a little about N4L...

The Network for Learning Limited (N4L) was founded in the belief that equitable access to digital technology, will empower young New Zealanders to succeed in education and beyond. This belief drives and motivates our staff, as we empathetically design and deliver digital technologies, helping to create a future-ready, world-ready Aotearoa New Zealand.

About the Role...

We are looking for an energetic and passionate professional to become part of our highly dynamic and fun environment. With various strategic and operational initiatives evolving as well as the management of our successful Managed Network, we need an experienced person to ensure we over-achieve on our operational commitments to various stakeholders.

The Chief Financial Officer is accountable for the administrative, financial, legal and corporate affairs and risk management operations of the company including; all internal policies, the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and to deliver accurate and relevant financial results. The Chief Financial Officer will contribute to the strategic direction and management of N4L as a member of the Leadership Team.

Summary of Key Responsibilities

Planning

1. Manage the annual planning and budget process as per direction from the Board and in accordance with the timing of Government agencies.
2. Monitor and support the implementation of strategic business plans.
3. Develop performance measures that support the company's strategic direction.

Human Resources & Operations

1. Manage the administration, human resources, legal, tax, and treasury functions
2. Provide Human Resources support to the company
3. Implement or advise on operational best practices as appropriate
4. Supervise acquisition due diligence and negotiate acquisitions
5. Perform the role of Company Secretary, ensuring all company statutory obligations and governance requirements are met

Financial Management

1. Oversee the issuance of accurate and timely financial information
2. Report financial results to the Board of Directors
3. Oversee the completion of the company's Annual Report
4. Provide support and guidance to the company in the achievement of all financial goals

Risk Management

1. Understand and mitigate key elements of the company's risk profile
2. Ensure that the company complies with all legal and regulatory requirements
3. Ensure that record keeping meets the requirements of auditors and government agencies
4. Report risk issues to the Audit and Risk committee of the Board of Directors
5. Maintain relations with external auditors and investigate their findings and recommendations
6. Oversee the continual review of all company policies to ensure they remain relevant and aligned with business goals and relevant legislation

Third Parties

1. Represent the company with key clients and suppliers as necessary
2. Ensure the company meets its shareholder reporting expectations working alongside other company functions, Treasury and the Shareholding Ministers

People & Culture

- A positive attitude and sense of humour is a must
- The ability to engage with others in the organization to help build an open, supportive and positive working environment
- The ability to work collaboratively in a team-oriented environment

Key Requirements and Essential Skills

The Chief Financial Officer should have:

- A high sense of integrity and a strong commitment to accuracy in all deliverables
- The ability to work effectively across multiple streams of work
- Excellent oral and written communication skills, as well as be able to clearly and concisely communicate with all business users
- The capability to work in a fast paced and agile environment
- A strong sense of urgency and focus on delivering to deadlines

Qualifications and Experience

The Chief Financial Officer must:

- Have a degree in accounting or business administration, or equivalent business experience
- Have 10+ years of progressively responsible experience preferably for a public sector, technology or telecommunications organisation
- Have experience in partnering with an executive team and reporting to boards
- Be a Chartered Accountant and member of the New Zealand Society of Chartered Accountants