

Basketball New Zealand Incorporated

JOB DESCRIPTION

JOB TITLE

- **Chief Financial Officer**

PURPOSE

- Reporting to the CEO, the Chief Financial Officer (CFO) is responsible for overseeing and leading the finance functions for an increasingly complex not for profit organisation, bringing broad specialist skills in Finance and experience in Commercial, Risk, Legal, Integrity and IT.
- This role will provide financial and commercial insights to support business decision-making, manage accounting processes, and contribute to financial planning and analysis of the organisation with a key focus on commercial success and system wide sustainability.
- The CFO is a key member of the Senior Leadership team and will play a central role in developing the Long Term Financial and Investment Plans for BBNZ, identifying insights that help with BBNZ optimise against our Statement of Strategic Intent, and help manage and monitor progress against financial and other quantitative goals along with the trade-offs needed along the way.

Key Responsibilities:

- As the CFO, you will lead the provision of financial advice and support for the BBNZ CEO and senior leadership team. The role will be instrumental in providing commercial insights and financial support to drive the strategic goals of the organisation. You will ensure the accuracy and timeliness of key commercial insights, financial reporting, risk reporting and the budget process improvements that align with our strategic goals and financial sustainability goals. Your role will also involve supporting the existing Finance Team and Senior Leadership Team in delivering long-term and short-term plans and forecasts. A key part of your role will be establishing and maintaining constructive relationships with internal stakeholders, BBNZ Members and partners while supporting continuous improvement programmes for the organisation across BBNZ and National Basketball Leagues Limited (NBLL).

Key responsibilities include;

- Provide commercial insights & management accounting support
- Ensure accuracy, timeliness and transparency of financial reporting and risk reporting
- Support the Finance and Senior Leadership Team in delivering long-term and short-term plans and forecasts
- Develop Long Term Financial and Investment Plans for BBNZ
- Establish and maintain constructive relationships with internal stakeholders, BBNZ members and partners
- Support continuous improvement programmes for reporting
- Responsible for ensuring policies and procedures for the organisation are up to date and fit for purpose
- Streamlining internal processes that will improve finance targets and improve ways of working both internally and externally
- Ensuring the integrity and efficiency of all the financial functions to ensure BBNZ can meet its strategic objectives, through allocation of resources, financial and human.
- Drive increased Commercial revenue by supporting the Commercial team and providing insightful and proactive reporting to mitigate financial risk and to ensure all requirements are met. Leading the Finance, Audit & Commercial Committee as well as the Risk Committee.
- Be the Human Resource lead for the organisation, utilising external advisors and resources to ensure fair and robust people processes are in place, supporting recruitment, payroll, policies and employee engagement.
- Be responsible for providing advice and implementation of improvements to the sustainability of the national basketball system and providing financial support to BBNZ Associations and franchises as required.
- Lead the relationship with IT vendors to ensure robust and core systems are effective and functioning to support the needs of the organisation.
- A member of the Senior Leadership Team (SLT) championing culture that is consistent with BBNZ's values, as well as providing advice and leadership to the CEO, Board and wider Team in specialty areas.

DIRECT REPORTS

- Finance & Administration Manager 1FTE

SPECIFIC DUTIES & RESPONSIBILITIES

Leadership and People Management

- Provide leadership management for direct reports, empowering them to deliver on their role responsibilities.
- Work effectively within the organisations areas of business and stakeholders to ensure any risks are mitigated and organisation goals are achieved.
- Maintain, foster and oversee positive working relationships with BBNZ's stakeholders as appropriate including, but not limited to Financial Institutions, Auditors, Bank, Insurance Brokers, Inland Revenue and Lawyers.
- Lead the relationship with external advisors and specialists to fulfil the wider service needs of the organisation.
- Ensure strategic and operational input as a member of the Health and Safety Working Group and Finance, Audit and Commercial Committee and the Risk Committee.
- As a SLT member, support and lead activities that helps build and sustain the culture and performance of the BBNZ staff and Team.
- Have responsibility for being the second approver for payroll and bank payments
- Ensure BBNZ's is achieving the best ROI for current and future investments within policy
- Lead the future financial sustainability project for the wider sport (BBNZ and its members)

Financial Leadership, Planning and Management

- Establish and maintain effective financial management systems, policies, standards and reporting requirements, to meet the needs of the organisation.
- Assess organisational performance against both the annual budget and company's long-term strategy.
- Manage the relationship with the Finance, Audit and Commercial Chair and Committee as well as the Risk Committee, ensuring appropriate content and commentary to meet the needs of the Committees and ensure credibility in financial governance.
- Lead modelling and business case development for new initiatives to ensure robust and consistent analysis and strong management of change processes are implemented.
- Working with the CEO and the SLT, lead the development of BBNZ's financial and investment plans and strategies.
- Work with SLT to lead and implement annual business plans including budgeting, forecasting and resource allocation.
- Support organisational wide financial reporting to meet the needs of all stakeholders, funders and ensure integrity in treatment of funding sources.
- Oversee long-term budgetary planning and costs management in alignment with company strategic plan.
- Assist in establishing yearly objectives and meeting agendas, and selecting and engaging outside consultants (auditors, investment advisors).

Human Resources / People

- Support the CEO in having oversight of the People policies and processes that underpin a fair and transparent environment for all employees.
- Lead the relationship with our external HR Advisors and recruitment advisors to ensure BBNZ has the right resources and meets our legal obligations.
- Oversee the annual remuneration review for staff, the payroll implementation and manage the relationship with BBNZ's payroll provider.
- Support the CEO and SLT to create a culture of living our values daily as an organisation.

Information Technology

- Lead the relationship with IT vendors to ensure robust and core systems are effective and functioning to support the needs of the organisation.
- Oversee the management of the IT requirements for employees.

Risk Management

- Lead the SLT to create a corporate risk register that is maintained, and risk mitigations are managed and monitored.
- Proactively lead the approach to setting internal controls, monitoring and reporting to minimise risk to the organisation.
- Ensure adequate insurance coverage is taken out on an annual basis and management of all insurance claims and key relationship holder with Insurance Broker.
- Ensure the integrity and safeguarding of our sport is a priority and measures are put in place for that to be achieved.

- Lead relationships with our legal advisors to ensure all documents are up to date with legislation and law.

KEY RELATIONSHIPS

- The CFO is expected to be proactive in building and maintaining positive and effective working relationships with all contacts, as well as actively contributing to a positive and engaging environment that reflects the work and values of BBNZ.

Internal

- BBNZ Staff.
- Finance, Audit and Commercial Committee.
- Risk Committee
- BBNZ Board.

External

- FIBA.
- Member Associations.
- External Auditors.
- Insurance Brokers.
- Inland Revenue.
- Payroll provider.
- Outsourced Service Providers including IT, HR, Integrity and Legal providers.
- Banking and other financial/funding institutions.
- Commercial Partners.
- Other external stakeholders.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the organisation is undertaken with urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all organisation resources within accountability levels.
- Undertake all duties and responsibilities outlined in this Job Description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business' best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

- A relevant tertiary qualification in finance/commerce and hold CA membership to the NZ Chartered Accountant body (CAANZ) or CPA qualified/membership or equivalent.
 - Experience of at least five years in a senior financial role within an organisation with a significant budget, partnering with executive staff, resulting in the development and implementation of strong financial management strategies.
 - A solid understanding of business management.
 - Strong written and verbal communication skills.
 - Strong commercial acumen.
 - Strong commercial negotiation skills.
 - Demonstrated leadership ability, team management, and interpersonal skills.
 - Excellent analytical and abstract reasoning skills, plus excellent organisation skills.
 - Ability to network and build positive and effective business relationships.
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