

Position Description

Title:	Director of Finance
Location:	Christchurch
Reporting to:	General Manager
Direct Reports:	2
Total Reports:	8
Date:	February 2024

Purpose of the role

The Director of Finance plays a pivotal role in driving financial excellence and supporting Enatel business operations. The role is responsible for monitoring and providing advice to the Enatel General Manager, Enatel Senior Leadership team (SLT) and IDEAL leadership on the financial performance of the Company. The role also provides surety through risk assurance activities that the company is not exposed to unacceptable risk and is complying with all relevant legislation.

As part of the Enatel SLT, the Director of Finance also contributes to the development and determination of strategy as well as the company's annual and medium-term business plans.

Scope of responsibility

The Director of Finance is a key business partner to the Enatel General Manager by building financial decisions, demonstrating the ability to connect key pieces of data to predict future needs and have a systematic approach to proactively solving problems. The position is a key member of the Enatel SLT and needs to foster strong cross-functional relationships to drive financial and operational performance.

Key Result Areas

Key Activity	Performance Criteria	Outcome
Business Strategy and Planning	<ul style="list-style-type: none"> Coordinates the Company's strategic and business planning processes Annual business plans and budgets are prepared, reviewed and presented within agreed timelines. Cash flow is appropriately managed to meet business needs. 	<ul style="list-style-type: none"> Robust and accurate business plans and budgets are in place. Cash flow and Investments are appropriately

Key Activity	Performance Criteria	Outcome
<p>Business Performance</p>	<ul style="list-style-type: none"> • Ensures financial disciplines and processes are in place across all business units and ensures compliance with same. • Tracks the financial and business performance of the organisation against strategies and business plans and provides timely reports as required by SLT or General Manager. • Ensures that trends and deviations from Business Plans are detected and brought to the attention of the GM, IDEAL leadership and the Senior Executive team, as required. • Ensures appropriate and timely management reporting is provided to business units and that they have the financial information they require to manage their areas of responsibility. • Provides accurate cost capturing methodologies, systems and reporting mechanisms for the business units. • Provides appropriate project management methodology, support, and advice to all business units undertaking significant projects. • Develops tools and models to assist the business in making sound business and investment decisions. 	<p>managed.</p> <ul style="list-style-type: none"> • Management has the financial information and support required to effectively manage Company activities.
<p>Commercial management</p>	<ul style="list-style-type: none"> • Oversees all proposals for investments, acquisitions, strategic alliances and major commercial transactions ensuring that the desired commercial outcomes are achieved. 	<ul style="list-style-type: none"> • Major commercial transactions deliver desired commercial outcome.
<p>Financial Systems and processes</p>	<ul style="list-style-type: none"> • Financial systems and processes are in place to enable financial transactions to be efficiently and effectively, processed and recorded. • Financial systems and processes are robust 	<ul style="list-style-type: none"> • Processing of financial transactions is reliable and efficient. • The integrity of financial data can be

Key Activity	Performance Criteria	Outcome
	and reliable with appropriate internal control mechanisms in place.	relied upon.
Financial Reporting	<ul style="list-style-type: none"> • All financial reporting is completed within agreed timeframes. • Company financial reporting complies with all legislative requirements and meets standards defined within financial reporting standards, statements of standard accounting practice and generally accepted accounting standards. • Develops methodology to improve forecasting accuracy. • Understands financial and operational performance and provides insightful analysis on monthly reports. • Identifies opportunities to improve financial processes and analysis 	<ul style="list-style-type: none"> • Company receives clean audit reports • Improvement of financial processes and reporting
Risk Management	<ul style="list-style-type: none"> • Ensures an appropriate risk management framework and governance structure is in place to ensure that Company processes are robust, and risk is addressed. • Internal controls in place are robust and meet company standards. • Advice is provided on legislative compliance and a programme is managed to ensure that Company activities do not breach legislation. • Ensures appropriate risk management processes and procedures are employed across the Company and applied to initiatives, processes and contracts. • Ensures an active internal audit process is in place and that agreed process is complied with. • Ensures processes are in place to detect 	<ul style="list-style-type: none"> • Risk is kept to appropriate and acceptable levels.

Key Activity	Performance Criteria	Outcome
	noncompliance.	
People Leadership	<ul style="list-style-type: none"> • Provides coaching, mentoring and development support to all direct reports and ensures that all employees within the finance function are similarly catered for. • Ensure that all finance employees have the KPI's, skills, understanding, capability and training required to perform in their roles. • Provides effective leadership and coaching to direct reports in accordance with internal people management processes and policies including establishing performance development plans. • Recognises high performance and ensures poor performance is actively addressed. • Establishes clear communication lines with employees and promotes a culture that is based on the Company's core values. 	<ul style="list-style-type: none"> • There is a high-performance culture in place. • Excellence is recognised and issues are addressed.
Relationship Management	<ul style="list-style-type: none"> • Works collaboratively with members of the Executive and management within the Company to enable them to achieve their business plans and Company strategic goals. • Develops strong working relationships with all functional leaders. • Manages the relationship with external professional advisors and auditors. • Communicates timely and effectively with the CFO and the Corporate Finance team. 	<ul style="list-style-type: none"> • The Director of Finance is considered to be a trusted business partner and advisor.
Health and Safety	<ul style="list-style-type: none"> • Ensures that Finance complies with all Health and Safety Act requirements and that all Company health and safety policies are implemented. 	<ul style="list-style-type: none"> • The health and safety of all employees is maintained
Environment	<ul style="list-style-type: none"> • Enatel holds Certification to ISO 14001:2015 Environmental Management System. (EMS) • Senior Managers have specific 	<ul style="list-style-type: none"> • Demonstrated leadership and commitment to EMS

Key Activity	Performance Criteria	Outcome
	<ul style="list-style-type: none"> responsibilities to demonstrate leadership and commitment to the EMS. Refer ISO 14001 CI 5 for more information. 	
Human Resources	<ul style="list-style-type: none"> Ensures that Finance complies with all Employment Relations Act requirements and that all Company human resources policies are implemented. 	<ul style="list-style-type: none"> The Director of Finance is considered to be a trusted business partner to the HR team

Relationships

External	Internal	Committees/Groups
<ul style="list-style-type: none"> Professional Services Suppliers Auditors Banking Partners Insurance Providers 	<ul style="list-style-type: none"> Senior Leadership team IDEAL leadership 	<ul style="list-style-type: none"> Member of the Senior Leadership team

Person Specific:

	Essential	Desirable
Educational Qualifications	<ul style="list-style-type: none"> Relevant Tertiary qualification CA qualification 	<ul style="list-style-type: none"> Relevant post graduate qualification
Work Experience	<ul style="list-style-type: none"> Experience in a senior finance role within a design and manufacturing organisation selling into international markets. 	<ul style="list-style-type: none"> Private sector experience.
Business Skills	<ul style="list-style-type: none"> Demonstrates extremely high levels of financial and business acumen. Demonstrated knowledge of relevant existing and proposed New Zealand financial and commercial legislation. Advanced knowledge of finance, 	

	Essential	Desirable
	<p>accounting, budgeting, and cost control principles.</p> <ul style="list-style-type: none"> • Sound understanding of risk management principles and governance. • Knowledge of LEAN manufacturing principles 	
Personal Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills and the ability to build positive relationships with both internal and external stakeholders. • Demonstrated ability to make considered decisions and the skill to influence and negotiate with others to achieve outcomes. • Exceptional analytical skills and proficiency in financial modelling and data analysis tools. • Strong communication and presentation abilities, with the ability to convey complex financial information to non-financial stakeholders. • Demonstrated ability to thrive in a fast-paced, evolving environment. • Able to inspire the confidence of IDEAL leadership and Senior Executives through own work output, leading of a professional team and ensuring expected results are delivered. • Able to build effective, high performing teams and skilled in effectively managing employment relationships. 	