

JOB DESCRIPTION – CHIEF FINANCIAL OFFICER

Position Description:

Reporting: Chief Executive Officer

Vision:

Purpose & Objectives: To lead and provide advice and support to the company and executive management team in the areas of Finance and Payroll This key role is responsible for the effective financial control of Bay Venues Limited (BVL), ensuring we meet our financial objectives and compliance. The Chief Financial Officer is also critical in the delivery of our strategic objectives.

Direct Reports: Finance Manager, Management Accountant, Accounts Receivable and Payable, Payroll Officer, Revenue and Systems and administration assistant.

Area of Focus	Key Responsibilities (WHAT)	Competencies (HOW)	Key Performance Indicators (MEASURES)
Commercial and Technical	<ul style="list-style-type: none"> ■ Financial Performance: Ensure that the role, and finance team, delivers financial leadership and support to contribute to BVL's purpose, vision and strategies. 	<ul style="list-style-type: none"> ■ Apply effective strategic planning skills to the Financial dimensions of our business ■ Think strategically about the long-term future of our business analysing and translating trends, opportunities and risks into recommended actions. 	<ul style="list-style-type: none"> ■ The Executive and Board are proactively supplied with relevant, timely and accurate financial information. ■ Company-wide frameworks (including timetables) for reporting budgeting and financial forecasting are in place, understood and adhered to. ■ Financial plans are completed on time signed off by CEO. ■ Debt funding meets BVL's requirements and is cost effective and available on a timely basis. ■ Develop and maintain an Internal Audit Plan in conjunction with our external auditors that meet the Audit & Risk Committee's expectation of risk mitigation. ■ BVL's tax affairs are managed in line with the objectives of minimising tax

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D	<div data-bbox="539 376 1115 1257"> <ul style="list-style-type: none"> ■ Corporate Governance: Strongly advocating transparent corporate governance throughout the company. ■ Capital Project Management & Strategic Support: Prepare, evaluate and manage cost of capital investment proposals & business development cases. ■ Opportunities and Risks: Put in place processes to identify economic and market opportunities and risk factors ensuring the Audit and Risk Committee and executive are aware of these factors and that BVL's annual planning addresses these matters. ■ Financial Systems: All financial systems operate to a high level meeting the full functional requirements of the business. </div>	<div data-bbox="1151 376 1574 1385"> <ul style="list-style-type: none"> ■ Demonstrate a high level of commercial acumen underpinning strategic recommendations ■ Deliver astute analytical business and commercial support for Board Strategy sub-committee with a specific focus on supporting acquisitional design and delivery. ■ Demonstrate excellent financial analysis skills especially in regards to large and complex capital projects. ■ Operating from a high level of business acumen knowing how the business works, a deep knowledge of current and possible future practices, trends, information and a high level of awareness of financial strategies and tactics. ■ Demonstrate skills managing both internal and external audit functions. ■ Delivery of relevant accurate financial information that engages key stakeholders. ■ A high level of understanding of the needs of all key stakeholders ensuring the financial systems capture, store, integrate and deliver information to meet these needs. </div>	<div data-bbox="1606 252 2027 1157"> <ul style="list-style-type: none"> costs & ensuring high degree of control & certainty. ■ All practices, policies and procedures developed are aligned with transparent corporate governance principles. ■ Financial risk areas and potential overspends identified and are reported to the appropriate Manager, Exec & CEO. ■ Responsible for the Audit & Risk Committee operation and achievement of all required outcomes. ■ Funding and cash management services are operated in accordance with company policy & procedures. ■ Develop and manage company accounting systems, policies and procedures. </div>

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	<ul style="list-style-type: none"> ■ Reporting: Management of BVL's financial reporting requirements. 	<ul style="list-style-type: none"> ■ Communicates in a style that gets message across and has the desired effect. 	<ul style="list-style-type: none"> ■ Advise the board on financial reporting and compliance issues.
People	<ul style="list-style-type: none"> ■ Strong effective Teams: Build and lead strong, effective and highly engaged teams capable of delivering in each area of the function. ■ Building a Culture for success: Actively contributing, as a member of the Management group to development of a high performance, values based culture supportive of BVL's Vision & business goals. 	<ul style="list-style-type: none"> ■ Decision making is aligned with BVL's vision and values. ■ Effectively communicates vision and purpose that supports BVL's strategic goals. ■ Acts in accordance with BVL's values at all times. ■ Lead with passion, effectively communicating a Vision for finance. ■ Identify and manage poor performing staff ■ Identify and develop talent ■ Effectively apply BVL's people processes including performance management, training and development etc. 	<ul style="list-style-type: none"> ■ All systems & processes implemented are aligned with the business strategy, vision and values. ■ All direct reports have performance plans in place. ■ All finance team members achieve KPI's in line with BVL strategy and Financial Plan.
Customers / Stakeholders	<ul style="list-style-type: none"> ■ Customer Focus: Is dedicated to meeting the expectations and requirements of internal and external customers. ■ Stakeholder Engagement: Maintain contact with key stakeholders. 	<ul style="list-style-type: none"> ■ Building Strategic Working Relationships ■ Communicating with impact by providing the information stakeholders need to know to do their jobs ■ Providing information to individuals enabling them to make accurate decision in a timely manner. 	<ul style="list-style-type: none"> ■ Financial reporting and proactive trends identified and tracked. ■ All reporting requirements are completed on time. ■ Evidence of consultation with relevant users, management and technicians in planning process.

Person Specifications:

Qualifications & Experience Required	Competencies	Technical Skills
<p>Educational / Qualification requirements – Critical</p> <ul style="list-style-type: none"> ▪ Appropriate tertiary qualifications in accounting and a member of the Institute of Chartered Accountants. <p>Experience and Background– Critical</p> <ul style="list-style-type: none"> ▪ Senior financial management experience in a multi-site/multi business company. ▪ Proven ability to work in a BVL environment with multi-site experience. 	<ul style="list-style-type: none"> ▪ Integrity and trust ▪ Business Acumen ▪ Strategic Agility ▪ Managing Vision and Purpose ▪ Negotiation ▪ Peer Relationships ▪ Managing Through Systems ▪ Motivating Others ▪ Action Oriented ▪ Drive for Results ▪ Learning on the Fly ▪ Problem Solving ▪ Decision Quality ▪ Timely Decision Making ▪ Managing and Measuring Work ▪ Functional/Technical skills ▪ Customer Focus ▪ Innovation Management 	<ul style="list-style-type: none"> ▪ The ability to support a Board and Chief Executive. ▪ A strong influencing ability and a mature attitude, with the experience and expertise to gain the respect of the Chief Executive, leadership team and the Board. ▪ Personal credibility that engenders trust and confidence through establishing and leading excellent personal relationships both across the company and with our growers/shareholders. ▪ Strong financial leadership, budgeting, financial control, funding, management and statutory accounting, treasury management including the management of banking relationships as well as overall business improvement. ▪ A clear thinker with strong conceptual abilities, analytical skills and effective influencing style. ▪ A hands-on approach to management, keeping apprised of the situation, being accessible to staff and with the ability to identify and resolve issues quickly. ▪ Ability to lead with a fluid approach and develop a high-performance finance team and function. ▪ Strong business acumen and experience in strategic planning. ▪ An innovative thinker with the ability to develop solutions. ▪ A results-orientated individual with a determination to succeed. ▪ A non-bureaucratic approach to getting things done - an owner and deliverer on deadlines. ▪ High levels of energy and enthusiasm. ▪ A “can do” attitude with the ability to turn ideas into strategy, plans and action. ▪ Knowledge of commercial and general business law.