

ROLE DESCRIPTION

This document provides an indicative description of the purpose and accountabilities of the role and specifies competencies required to sustainably attain organisation objectives. Actual performance requirements and expectations should be included in the annual performance agreement.

SECTION 1: Title and reporting relationships

Position title:	Chief Financial Officer and Business Support		
Reports to:	Chief Executive		
Location:	Nelson		
Author:	Vivienne Masters		
Approver:	Katrina Bach	Approval Date:	22 November 2024

SECTION 2: Role purpose

Habitat for Humanity Nelson (HFHN) is a not-for-profit organisation. The focus of the CFO role is to work with the Chief Executive to deliver the organisations strategic plan and maximise funds to assist the HFHN’s Mission and Purpose to meet housing needs within the community.

Habitat for Humanity’s Vision is that *everyone has a decent place to live*. We build homes and communities.

The CFO will be responsible for implementing any financial and information systems objectives that are aligned to the strategic plan and meet the needs of a growing organisation and business with significant purpose.

The CFO will also be responsible for oversight of asset management which includes the Habitat property portfolio, Habitat Hub administration, leases and hireage.

As the key role responsible for critical financial and business information systems, the CFO will also be responsible for assessing the effectiveness of the company’s existing financial IT applications and platforms and conducting research to identify new technologies and IT strategies that could benefit the company and support growth and development. The CFO will be responsible for overseeing the implementation of new IT systems and strategies.

The role is an integral member of the HFHN Strategic Leadership Team, responsible for the leadership and development of the organisation and collective ownership of the outcomes of the organisation.

The CFO role will provide executive leadership in the continuous evaluation of short and long term strategic financial objectives and offer recommendations to enhance the financial performance and organisational opportunities. Noting a particular focus on the somewhat unique funding arrangements and organisational compliance of a registered charity that receives revenue and funding from a wide variety of sources including government agencies, local government, benefactors and financiers and the associated accountability and reporting requirements.

The role will be charged with assisting with obtaining financial funding for housing development.

The CFO will work with the Habitat New Zealand National Support Office as required regarding financial/business reporting and planning.

The CFO is responsible for HR services and payroll. The role also has oversight for the nook café within the Habitat Hub.

Key Accountabilities

Strategy and Leadership

- To provide leadership, direction and management of the finance and administration teams
- Monitor and review existing applications and platforms and implement systems and process improvements to ensure they are efficient and reflecting the needs of the evolving organisation
- Developing financial strategy, including risk minimisation, cashflow forecasting and financial modelling to support delivery of the organisations goals
- In conjunction with the Manager Housing Strategy and Manager Housing Development prepare an asset management and maintenance plan for the Habitat Housing portfolio

Stakeholder relationships

- Develop effective working relationships and manage stakeholder expectations and obligations for external agencies including, IRD, Charities Commission and Companies Office and external audit
- Establish and develop strong relationships with the management team
- Ensure that HFHN and its mission are consistently presented in a strong, positive, high integrity manner to all customers
- Liaise and work with the Chief Executive and other HFHN staff members to implement new initiatives
- Maintain good working relationships with HFHN staff volunteers

Functional delivery

- Manage the preparation of monthly management financial reports and commentaries, cash flow projections and budget variances, and to regularly meet with the Leadership Team in relation to the financial affairs of the organisation, analysing and highlighting issues and risks
- To prepare financial reporting to the HFH Board (via the CE) as required
- To work with the CE in the preparation of annual financial budgets, including working with the senior leadership team and cost centre managers on departmental budgets
- Lead the organisations annual business planning and budget process
- Manage the assets of the HFH hub, including leases, tenants and repairs and maintenance
- Oversee and ensure compliance with all statutory and financial regulations, keeping abreast of the applicable Financial Standards and other legal obligations of the organisation
- Ensure appropriate HR capacity and systems are in place and fit for purpose
- Oversee the accurate and effective management of all reporting systems, including payroll and leave management
- Overseeing the organisations risk management strategies, including building, general liability and related insurance coverage and risk mitigation
- Oversee the management of the organisation's debtors and creditors in line with agreed key indicators
- Advising on estimates and collation of data for projects funding applications
- Managing and training staff when necessary

Wellbeing, Health and Safety

- Ensure the work area is managed to the highest safety standards at all times
- Health & Safety policies and procedures are complied with at all times by yourself, your staff and volunteers

<ul style="list-style-type: none"> Identify hazards and risks. Support implementation of controls for hazards and risks and ensure all corrective actions from hazard and risk reports and events are implemented
<ul style="list-style-type: none"> This position description is a basis for duties, but does not encompass all events or scenarios and may be varied from time to time in consultation with the employee

Role Scope	The scope of the role is limited to the Habitat for Humanity Nelson Direct management of Habitat Administration and Habitat Hub cost centres. Shared responsibility for financial performance of the cost centres: ReStore Nelson and Motueka, Home Building Supplies Store, Housing and Housing Development cost centres		
Assets under management	Circa \$18m with projected growth to circa \$50m		
Debts management	Circa \$5m		
<i>Personnel Dimensions (employees reporting to this position directly and indirectly)</i>			
Number of Staff:	Direct: 5	Indirect:	Total:
Decision making authority <i>It should be made clear whether the job holder is solely accountable for making decisions or whether they are shared with other team members.</i>			
a) Financial delegations - TBC			
b) Other major actions able to be taken within delegated authorities			
c) Major actions and decisions which are recommended to a higher level of management for approval: Decisions that are recommended to a higher level of management for approval, for example hiring and terminations, wage and salary reviews			

Competencies required for the role include	
Competency	Essence
Analyse financial and numeric data	<ul style="list-style-type: none"> Identifying and acting on critical opportunities, risks and trends
Delivering on Goals	<ul style="list-style-type: none"> Taking collective ownership as part of the SLT for the delivery of the organisation's goals and individual responsibility for delivery of goals in line role
Report and Applications writing	<ul style="list-style-type: none"> Preparing statements and reports to summarize financial performance at Board level. Preparing funding applications that are concise, accurate and compelling
Budgeting and forecasting:	<ul style="list-style-type: none"> Assist the organisation leadership team and or cost centre managers for both budgeting and forecasting responsibilities
Business planning	<ul style="list-style-type: none"> Lead the organisation's annual Business Planning process
Information management	<ul style="list-style-type: none"> Knowledge of technical management, information analysis and of computer hardware/software systems Understanding of management requirements for complex and confidential information Prepare business needs analysis and create compelling strategy and business case for investments in line with the organisation's strategy
Information Accuracy and Critical Analysis:	<ul style="list-style-type: none"> Accurately assessing data and information which create the record of the organisation financial performance and regulatory compliance

Time and Priority Management:	<ul style="list-style-type: none"> • Manage competing tight deadlines simultaneously • Identify and prioritise according to critical importance • Planning, organising, renegotiating timeframes and expectations • Delegation • Problem-solving
Teamwork	<ul style="list-style-type: none"> • Leadership team focus • Collaboration to achieve organisational goals • Conflict resolution

Experience		
Requirement	Essential	Preferred/ Advantageous
Education	<ul style="list-style-type: none"> • Accounting Degree – CA or CPA 	<ul style="list-style-type: none"> • Business and/or Management studies
Experience	<ul style="list-style-type: none"> • 5 years minimum experience at Finance Manager level or above • Proven leadership financial management experience • Management of organisation wide Business Planning and Budget process • Effective management of staff including delegation of duties as required • Proven interpersonal skills and the ability to establish and build effective working relationships • Knowledge of HR management 	<ul style="list-style-type: none"> • demonstrating a track record of successful IT project management, strategic decision-making, and team leadership
Industry Experience		<ul style="list-style-type: none"> • Not for profit sector experience
Technical/Functional Expertise	<ul style="list-style-type: none"> • Experience in the completion of all aspects of financial management through to the completion of Annual Audited Accounts, including Taxation and other Compliance • Business acumen including management and Board reporting, cashflow and budgeting • Experience in financial, payroll and other management systems 	
Drive for results	<ul style="list-style-type: none"> • A self-starter with initiative and a commitment to service excellence • A desire to see the organisations excellence in terms of financial systems, and fiscal responsibility • A desire to 'get things done' 	

SECTION 4: Key relationships

People and organisations both inside and outside of the company that this position would be required to manage relationships with.

Internal	External
Chief Executive	Specialist consultants
Board of Directors and financial and risk sub agents	Compliance bodies, Government agencies and auditors
Strategic Leadership Team and Cost Centre Managers	Funding agencies – government, local government, banks, philanthropy funders
Manager Housing Strategy and Programmes	Service providers, suppliers, contractors
Manager Housing Developments and Building Projects	Community organisations
Habitat for Humanity NZ National Office	Local Government agents
Staff and Volunteers Nelson	

SECTION 5 Position in Organisation

This section should have an organisation chart pasted in as well as describing the reporting structure, including direct reports to the position. It is important to understand where the roles fits, the size of the peers and those of the subordinates. Insert chart (including direct reports and reporting line)

