## Position Description: Chief Financial Officer (CFO)

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| Kaiwhakahaere \| Manager | **Chief Executive** | |
| Te Wāhi Noho \| Location | **National Office - Wellington** | |
| Te Rā \| Date | **June 2026** | |
| Whakapānga Tuatahi \| Direct reports | **3** (11 indirect) | |
| Ngā Hononga Mahi \| Working relationships | **Internal:** | Chief Executive and Executive Leadership Team<br>BCITO employees nationally<br>BCITO Board of Directors |
| | **External:** | • Tertiary Education Commission (TEC)<br>• External auditors<br>• Inland Revenue Department<br>• Banking and financial institutions<br>• Construction Skills New Zealand (CSNZ) — parent entity financial alignment<br>• Legal advisors and commercial contract counterparties<br>• Insurance and risk management providers |

## He mōhiotanga mō BCITO | Introduction to BCITO

Nau mai, haere mai, whakatau mai.

BCITO Limited is New Zealand's largest provider of building and construction trade apprenticeships. We are industry owned and led, as part of Construction Skills New Zealand (CSNZ).

Our purpose is clear and our impact powerful. We manage apprenticeships and training for the building and construction sector. Our programmes are designed to be straightforward for learners and workable for employers. Because each trade has its own rhythm, risks and requirements, we build full, end-to-end programmes with wraparound support, so an apprentice can progress from their first day on the job to being fully qualified.  An employer can grow real capability on site without slowing the work.

Our difference is focus and follow-through. We work closely with NZQA and TEC to ensure our qualifications are robust, we build our delivery with industry to keep it practical, and we measure outcomes rigorously so we can learn and improve. That is why employers stay with us, why apprentices recommend us, and why BCITO remains New Zealand's provider of choice for work-based learning in the construction trades.

With a new shift to a new Private Training Establishment on 1 January 2026 — owned by the industry it serves — BCITO is entering an exciting new chapter. In a sector that builds homes, schools, hospitals and workplaces, people are the critical infrastructure. **At BCITO, we are building people who are building people**, that build New Zealand.

## Ngā Uara | Vision and Values


We are a group of passionate people, with our 'essence' encompassed by our Vision and Values.

We recognise that the success of BCITO is linked to the performance, capability, and well-being of our people. We offer our people competitive remuneration, great career training and development opportunities, excellent employee-support benefits, and flexible working conditions.

## Te Kaupapa | Purpose

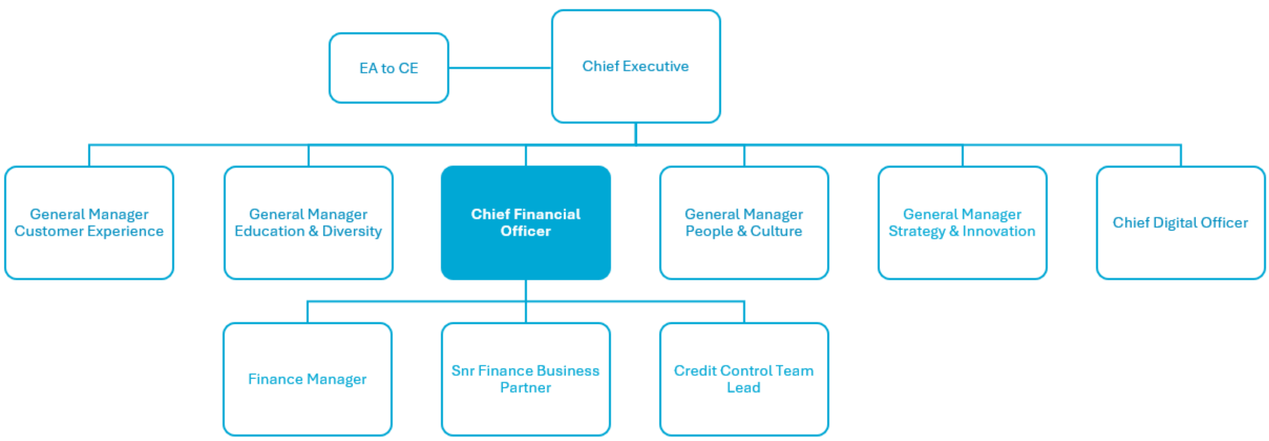
The CFO is the financial architect of BCITO's future. As a key member of the Executive Leadership Team, this role is accountable for ensuring that BCITO's mission is financially sustainable, strategically resourced, and commercially sound — now and for the long term.

The CFO translates BCITO's strategy into financial reality. Working in close partnership with the Chief Executive and across the ELT, this role ensures every major decision is made with clear sight of its financial implications — and that the organisation has the resilience and flexibility to pursue its ambitions as a Private Training Establishment.

With BCITO's transition to a PTE in January 2026, this role carries particular weight. The CFO leads BCITO's TEC Investment Plan — currently in excess of $70 million annually — and is the steward of the financial frameworks that underpin everything the organisation does: from apprentice programmes in Northland to national employer partnerships.

This is a role for a commercially astute, values-aligned leader — someone who is as comfortable presenting investment plans to the Tertiary Education Commission as they are coaching a direct report or explaining a budget variance to a frontline manager. Someone who sees finance not as a constraint on the organisation's work, but as the engine that makes it possible.

## Te Tū Whakahaere | Reporting Structure



## Ngā Whāinga Matua | Key Responsibilities

### Financial Strategy, Planning & Reporting

- Play a lead role in developing BCITO's TEC Investment Plan — currently in excess of $70 million annually — ensuring BCITO is compellingly positioned, robustly evidenced, and fully compliant with TEC requirements.
- Provide strategic financial direction to the Chief Executive and ELT, ensuring BCITO's strategic ambitions are financially grounded and its plans are adequately resourced.
- Facilitate and lead the annual business planning and budgeting process — reviewing all operational plans, providing timely advice, and presenting draft budgets to the Chief Executive and Leadership Team.
- Lead BCITO's financial statutory reporting and planning requirements in line with best practice, applicable legislation, and regulatory obligations.
- Ensure all monthly management and financial reports are accurate, timely, and accompanied by meaningful commentary — including analysis of variances to budget and recommendations to address performance issues.
- Provide early warning to the Chief Executive of potential cost over-runs, financial risks, and material changes to the organisation's financial position.
- Oversee preparation and presentation of financial reports, operating budgets, capital budgets, and financial forecasts.
- As the financial conscience of the ELT, ensure that all major organisational decisions — strategic, operational, and commercial — are made with a clear-eyed understanding of their financial implications, risks, and long-term sustainability.

### Financial Governance and Controls

- Establish and maintain the financial reporting frameworks, internal controls, and assurance processes that give the Chief Executive, ELT, and Board complete confidence in the integrity and accuracy of BCITO's financial position.
- Ensure BCITO's accounts are effectively managed through robust internal control processes, accounting practices, and governance frameworks.
- Establish and regularly review financial and management reporting models to ensure reporting is relevant, concise, and fit for purpose.
- Ensure compliance with all statutory company administration, financial, and taxation requirements, including timely filing of all statutory and regulatory returns.
- Liaise with external auditors in respect of the preparation and audit of Financial Statements; ensure audit findings are remedied promptly.
- Actively manage relationships with banking and financial institutions; regularly review all banking and financial services facilities to ensure value and suitability.
- Ensure BCITO's Delegations Policy is understood and complied with across the organisation.
- Maintain current knowledge of financial legislation, trends, and best practice.
- Provide advice and support to the Chief Executive on organisation structures, equity, and investment matters to support achievement of BCITO's strategic objectives.
- Ensure all regulatory requirements related to structure, equity, and investment matters are met and that the organisation is compliant with legislation.
- Undertake all organisation administration including filing of returns and provision of financial and company information.

### Risk Management

- Lead enterprise risk management for BCITO — establishing the organisation's risk appetite, overseeing the risk register, and ensuring risk reporting to the Board is timely, accurate, and actionable.
- Advise the ELT on financial risks associated with strategic decisions, major investments, and new initiatives — providing clear analysis of risk and return.
- Lead BCITO's insurance and business continuity programmes, ensuring appropriate coverage and resilience across the organisation.
- Ensure all risk and interest registers are maintained in accordance with organisational and legislative requirements.
- Ensure an appropriate audit programme is in place and operating effectively — including follow-up and implementation of audit recommendations without unreasonable delay.
- Ensure the organisation complies with all relevant statutory and regulatory obligations.

### Commercial Management & Procurement

- Provide financial and commercial direction to enable BCITO to optimise all investment activities.
- Provide advice and support to the Chief Executive on all commercial contracts, ensuring financial risks are within acceptable parameters and commercial value is maximised.
- Develop financial models and business cases to support proposed new initiatives, diversification opportunities, and strategic investments.
- Lead procurement capability across BCITO, ensuring procurement is undertaken in line with organisational policy and best practice.
- Provide strategic oversight of key organisational supplier arrangements (such as fleet management and major technology vendors), ensuring effective management and optimisation of commercial value.
- Engage legal advisors as necessary to provide opinions on commercial contracts and supplier agreements.

### Leadership of Finance Function

- Lead and manage a high-performing Finance team — setting clear expectations, fostering a culture of excellence, and ensuring the team has the capability and resources to deliver.
- Ensure team members have a clear understanding of their accountabilities, responsibilities, and connection to BCITO's purpose and values.
- Provide regular feedback, coaching, and development to continually improve individual and team performance.
- Proactively develop the professional and technical capability of direct reports, supporting career development and succession planning within the Finance function.
- Oversee the payroll function and ensure all payments to employees are accurate, on time, and in accordance with all relevant legislation.
- Ensure, through periodic review, that policies, procedures, and processes are fit for purpose and that all financial aspects of BCITO are effectively managed.
- Foster a culture that promotes the objectives of the organisation as a whole, not just the Finance group.

### Digital Finance & Systems

- Oversee BCITO's financial systems and data infrastructure, ensuring accurate, timely, and accessible financial information across the organisation.
- Partner with the Chief Digital Officer to ensure financial systems are fit for purpose, future-ready, and aligned with BCITO's digital roadmap.
- Champion the use of data and analytics to improve financial decision-making, reporting efficiency, and organisational insight.

### Risk Management

- Ensure the organisation complies with all relevant statutory and regulatory obligations.
- Lead organisational risk management, insurance and business continuity programmes, systems and processes necessary to mitigate financial and operational risk are in place and operating.
- Ensure all registers, including risk and interest registers, are maintained in accordance with both organisational and legislative requirements.
- Ensure an appropriate audit programme is in place and operating effectively, facilitating the process of follow up and implementation of audit recommendations.

### Organisation Leadership

- As a member of the ELT, play a significant role in developing and implementing BCITO's overall strategic planning process, business strategies, policy development, and organisational performance — providing advice and recommendations with authority and clarity.
- Participate in the ongoing evaluation of BCITO's management systems, processes, and policies, and recommend improvements where necessary.
- Communicate financial information upwards, downwards, and laterally to enhance focus, integration, and decision-making across the organisation.
- Champion a culture of evidence-based decision-making and financial discipline across BCITO.
- Take a lead in actively developing and evaluating process improvements to enhance the organisation, and be a champion of change.
- Act as a role model in behaviour and in demonstrating BCITO Values.

### Wellbeing and Safety

- Model and champion BCITO's commitment to the health, safety, and wellbeing of all people — carrying out all responsibilities safely and in full accordance with BCITO's Wellbeing & Safety policies and procedures.

**Note:** The above responsibilities are not exclusive. The employee may be asked to perform other reasonable duties and responsibilities at management’s discretion.

While based in Wellington some travel may be required for this position to meet with customers, vendors and other stakeholders.

## Mōu | Person Specifications

**Experience and Qualifications**

- Appropriate tertiary qualification in finance, accounting, commerce, or a related field.
- Chartered Accountant (Chartered Accountants Australia and New Zealand) — essential.
- Substantial senior leadership experience at executive or near-executive level in a complex, regulated, or mission-driven organisation.
- Proven experience presenting to and working with a Board of Directors.
- Experience providing critical business advice to senior leaders.
- Strategic planning and implementation experience — the ability to translate financial insight into organisational direction.

**Skills and Capabilities**

- Outstanding financial acumen — able to translate complex financial data into clear strategic insight for non-financial audiences.
- Strong commercial instincts: able to identify and evaluate diversification and growth opportunities aligned with BCITO's mission and ownership model.
- Excellent communicator: compelling in writing, confident presenting to diverse audiences (Board, government agencies, frontline staff), and skilled at making the complex accessible.
- Experienced in designing and embedding robust internal control environments and financial reporting frameworks.
- Skilled at navigating regulatory, statutory, and government funding environments — particularly in New Zealand's vocational education and training context.
- Strong planning and organisational skills, with the ability to manage competing priorities and tight timeframes.
- Strong problem resolution and decision-making skills — able to clearly identify problems, seek alternative solutions, identify risks and benefits, and make sound decisions.

**Leadership and Character**

- A credible, confident executive who earns trust quickly — with boards, government officials, auditors, and frontline staff alike.
- Genuinely collaborative: committed to collective ELT success and to enabling the work of peers, not just leading their own portfolio.
- A visible, values-led leader who brings energy, sound judgement, and optimism to complex challenges.
- Intellectually curious, with a genuine interest in vocational education and the people within it — learners, employers, and educators.
- Demonstrates leadership of diversity, with a positive and open attitude toward people of all cultures and backgrounds.
- Understands the principles of Te Tiriti o Waitangi and is comfortable in settings involving tikanga Māori; actively willing to develop knowledge of Te Reo Māori and Tikanga Māori.
- Committed to the promotion of and adherence to Wellbeing & Safety practices.

| Signed by Chief Financial Officer | Signed by Chief Executive |
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| **Date:** | **Date:** |