

Chief Financial Officer

Role Description

Te ratonga tūmatanui | The public service

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata puta noa i Aotearoa i āianei, ā, hei ngā rā hoki kei tua. He kawenga tino whaitake tā mātou hei tautoko i te Karauna me āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, ka arahina ā mātou mahi e ngā mātāpono, ngā tukanga me ngā tikanga matua o te ratonga tūmatanui.

Mō ētahi atu whakamārama, tirohia te paehono nei <https://www.publicservice.govt.nz/about-us>

Being in the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at <https://www.publicservice.govt.nz/about-us>

Mana Tohu Mātauranga o Aotearoa | NZQA

We make sure New Zealand qualifications are recognised and respected, here and overseas, and that qualifications and credentials meet the needs of learners in the changing world.

More information can be found on our website at www.nzqa.govt.nz



Tō tūranga | Where you belong

The Strategic and Corporate Services Division works across NZQA as trusted business advisors to our colleagues. The Division provides services relating to finance; strategy, planning and performance; information services; customer experience and analytics, enterprise portfolio management, risk and assurance, and legal expertise to enable NZQA's service delivery and ensure it delivers on its goals now and into the future.

The objective of the Finance and Administration team is to provide financial and accounting leadership to NZQA, and also provide specialist advice and support for administration, procurement and facilities management.

Role Title: Chief Financial Officer

Reports To: Deputy Chief Executive, Strategic and Corporate Services

Team: Finance and Administration

Salary Band: M5

Date: September 2026

Tō umanga | Your role

The Chief Financial Officer has the primary responsibility of leading and managing the Finance and Administration Services Teams of the Strategic and Corporate Services Division.

The role is the lead financial and business advisor, managing and optimising the financial health of NZQA, ensuring financial stability, compliance, prudent financial management and strategic financial planning to support the overall objectives of NZQA.

The role also has responsibility for Procurement, Corporate Administration and Facilities management, including general maintenance, front office support, utilities monitoring, travel management, security, vehicles, mail, and print production services.

Your success is measured not only by the quality of what you deliver, but by the impact it has on others, how it enables our people to thrive, supports our leaders to lead well, and contributes to a positive, inclusive workplace culture.

Ko wai koe e kawenga ana mō | Who you are responsible for

- Finance Manager (and team)
- Procurement team
- Systems Accountant
- Facility and Administration team
- Senior Support Officer
- Receptionist

Te hononga tāngata | Working relationships

- | | |
|-----------|--|
| Internal: | <ul style="list-style-type: none">• Board• Risk and Assurance Committee (R&AC)• Chief Executive• Deputy Chief Executives• Divisional Leadership Teams• Budget Managers |
| External: | <ul style="list-style-type: none">• The Audit Office• Government Property Office• The Treasury• Ministry of Education• Ministry of Business, Innovation and Employment• Education Sector• Major Suppliers and All of Government (AoG) Providers• Landlord and building owners |

Tō mahi | What you do

This position description outlines the core responsibilities, activities, and capabilities required for success in the role. It is not intended to be an exhaustive list. As organisational needs and priorities evolve, so too may the accountabilities associated with the role. You may also be involved in additional activities aligned with your career development plan. These will be reflected in your performance and development goals, which are agreed in consultation with your manager.



You are accountable for:

Enterprise financial leadership and stewardship

- Serve as NZQA's principal financial and commercial advisor, providing independent, forward-looking advice to the Board, Risk and Assurance Committee, Chief Executive and senior leadership.
- Shape and execute NZQA's financial strategy, ensuring resources, investment choices and financial settings are aligned with organisational strategy, public value and long-term sustainability.
- Lead enterprise financial stewardship, maintaining a strong control environment, disciplined decision-making and clear accountability for the effective use of public resources.
- Anticipate emerging financial, commercial and operational risks, advise on their implications and ensure proportionate mitigations are embedded in business planning and decision-making.
- Represent NZQA credibly with central agencies, auditors, education sector partners, major suppliers and other key stakeholders.

Strategy, performance and decision support

- Translate organisational strategy into integrated long-term financial plans, investment priorities, budgets, forecasts and performance measures.
- Lead the annual planning, budgeting and forecasting cycle in partnership with Deputy Chief Executives, ensuring financial and non-financial plans are connected, realistic and owned by the business.
- Provide timely, decision-useful insight on performance, cost drivers, trends, risks, opportunities and trade-offs, enabling leaders to make well-informed choices.
- Strengthen scenario planning, forecasting and financial modelling to support strategic decisions, service planning and organisational resilience.
- Lead advice on pricing, funding and cost recovery, balancing financial sustainability, policy settings and stakeholder impacts.

Financial control, reporting and assurance

- Own the integrity of NZQA's financial management framework, systems, data, policies, delegations and internal controls.
- Ensure accurate, timely and transparent statutory and management reporting that meets legislative, accounting, taxation and Crown entity requirements.
- Lead the preparation of the annual financial statements and the external audit relationship, ensuring issues are anticipated, resolved and communicated effectively.
- Maintain effective financial governance, assurance and compliance arrangements, including oversight of fraud risk, sensitive expenditure and business continuity for critical finance services.
- Champion fit-for-purpose finance technology, data quality and streamlined processes that improve insight, efficiency, control and the user experience.

Treasury, liquidity and commercial management

- Safeguard NZQA's liquidity and financial resilience through active cash flow, working capital, banking and treasury management.



- Establish clear financial parameters and monitor material commitments, investments, contracts and commercial exposures.
- Provide robust commercial challenge and advice on business cases, major initiatives, sourcing decisions and contractual commitments.

Procurement leadership

- Set the strategic direction for procurement and supplier management, ensuring it supports organisational priorities, public value and responsible commercial practice.
- Ensure procurement activity is well governed, transparent and compliant with NZQA policy and relevant All-of-Government obligations.
- Build organisational capability in sourcing, contracting and supplier performance management, with timely advice for managers undertaking significant procurement.
- Promote sustainable, inclusive and commercially sound procurement practices, with active management of strategic suppliers and associated risks.

Corporate administration, facilities and workplace services

- Provide strategic oversight of corporate administration, facilities, security, travel, front-of-house and related workplace services.
- Ensure these services are safe, secure, resilient, customer-focused and cost-effective, and support a productive and inclusive workplace.
- Maintain effective relationships with landlords, property agencies and service providers, and ensure property and facilities obligations are actively managed.

Environmental sustainability and carbon reduction

- Provide executive oversight of NZQA's environmental sustainability programme, including its Toitū Envirocare carbon reduction commitments and certification requirements.
- Champion measurable carbon reduction initiatives across NZQA's operations, procurement, property, travel and workplace services, ensuring environmental considerations are embedded in planning and decision-making.
- Ensure environmental performance, risks and progress are appropriately monitored, reported and communicated to senior leadership and relevant governance bodies.

People and organisational leadership

- Build and lead a high-performing, service-oriented function that is trusted for its expertise, judgement, responsiveness and constructive challenge.
- Set clear expectations, empower leaders, develop succession and capability, and foster a culture of accountability, collaboration and continuous improvement.
- Lift financial and commercial capability across NZQA so leaders and budget managers understand and confidently discharge their responsibilities.
- Contribute actively to enterprise leadership, modelling integrity, sound judgement, inclusive leadership and a strong commitment to public service.



You will bring the following knowledge, skills and experience:

Essential

- Significant senior financial leadership experience in a complex organisation, with a track record of operating as a trusted adviser to a Board, executive leadership team and senior stakeholders.
- Demonstrated success in shaping financial strategy, strengthening organisational performance and influencing significant enterprise decisions.
- Deep expertise in financial stewardship, strategic planning, budgeting, forecasting, statutory reporting, audit, treasury, risk management and internal control.
- Strong commercial acumen and experience providing clear, evidence-based advice on investment, business cases, procurement, contracts, pricing and cost recovery.
- A proven ability to turn complex financial and operational information into concise insight, options and recommendations for governance and executive audiences.
- An accomplished people leader who builds capable, engaged teams, develops future leaders and creates a culture of trust, accountability and continuous improvement.
- Demonstrated leadership of change, including modernising finance systems, data, processes, operating models or service delivery.
- Highly developed communication, relationship and influencing skills, with the confidence to provide constructive challenge and navigate competing priorities.
- Sound judgement, intellectual curiosity, resilience and the personal integrity expected of a senior public service leader.
- A strong understanding of public sector accountability and the machinery of government, or the ability to quickly develop this understanding.
- Commitment to working effectively in a Māori cultural context and to strengthening capability in te reo Māori, tikanga Māori and Te Tiriti o Waitangi.

Desirable

- Experience in a Crown entity, central government, education, regulatory or similarly complex public-purpose environment.
- Experience leading procurement, commercial, property, facilities or broader corporate services alongside the finance portfolio.
- Experience with contemporary enterprise financial systems, analytics, automation and data-enabled performance reporting.

Qualifications

Essential

- A relevant tertiary qualification at New Zealand Qualifications Framework Level 7 or above, or an internationally recognised equivalent.
- Membership of Chartered Accountants Australia and New Zealand, or an equivalent internationally recognised professional accounting body.



Tō haerenga ki te angitu | Your journey to success

At NZQA, we believe in the power of learning - not just for the students we serve, but for our people too. When you join us, you'll be supported to thrive in a career that's both meaningful and future-focused.

Our Te Whanake Pūkenga (Development Competencies) framework sets out capabilities to support performance, growth, and career development. These include:

- Behavioural competencies – how we work together
- Technical competencies – what we need to know and do
- Specialist skills – unique to your position

We're especially committed to building cultural capability, including upskilling in te reo Māori and tikanga Māori. These are core to our work and central to our development pathways.

You'll work with your leader to shape a personalised development plan that supports your success - whether that's deepening your current skills or expanding into new areas.

This is your chance to apply what you know, grow what you don't, and be part of an organisation that invests in your journey.

