NEW ZEALAND
INFRASTRUCTURE
COMMISSION
Te Waihanga



Chief Financial Officer

Job title:	Chief Financial Officer
Reports to:	Chief Executive
Direct Reports:	Yes
Location:	Wellington

Te Kāwanatanga o Aotearoa
New Zealand Government

Tewaihanga.govt.nz



About the New Zealand Infrastructure Commission, Te Waihanga

The work we do at Te Waihanga is critically important to Aotearoa. We have been tasked by Government to play a pivotal role in improving New Zealanders'' lives through better infrastructure and the services that result from infrastructure. We do this by coordinating, developing, and promoting an approach to infrastructure that gets the best for New Zealanders now and into the future. Infrastructure touches every New Zealander in one way or another. It is our roading systems, electricity, our water, and our mobile networks. To be successful we need to recruit the best of the best from a diverse talent pool.

We also play 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.

Our Vision – Tā Mātou Whakakitenga

Infrastructure for a thriving New Zealand

Our Values – Ō Mātou Uara

Free thinking/ Whakaaro nui - We arrive at creative yet considered solutions

Courageous/ Māia - We will have honest conversations which reflect our independence

Trustworthy/ Pono - You can depend on us to behave ethically and impartially

Empathetic/ Ngākau aroha - We are listening and respectful of different views

Role purpose – Te Kaupapa o te Tūranga

The Chief Financial Officer plays a critical leadership role in the organisation, providing strategic and operational leadership across finance, procurement, ICT, business planning, organisational reporting, risk management, and legal oversight. As part of the executive leadership team, this role ensures the organisation's financial sustainability and operational efficiency, while supporting the achievement of strategic objectives and compliance with statutory obligations.

The role leads the organisation's Treasury monitoring relationship and owns the financial oversight and reporting of the Investment Decision Assurance (IDA) cost-recovery function. The role also serves as Secretary to the Risk and Assurance Committee, ensuring governance best practices are upheld.

Key Accountabilities – Ngā Kawenga Takohanga Mātuatua

Key Accountability Areas:	Key accountabilities/expectations:
Financial Management	• Develop and implement financial strategies to ensure the organisation's long-term sustainability in the context of a constrained fiscal operating environment • Oversee budgeting, forecasting, and financial reporting processes, ensuring accuracy, compliance, and alignment with strategic goals • Own financial oversight and reporting of the IDA cost-recovery function from day one, including activity-based reporting on its financial performance as the model matures • Review and continually monitor the optimal in-house/outsourced finance capability model, and implement the preferred model • Ensure that the depth and granularity of budgeting and forecasting, and the cadence of regular financial reporting to the Leadership Team, Risk and Assurance Committee and the Board meets organisational needs • Monitor financial performance, providing insights and recommendations to the leadership team and Board • Ensure compliance with all statutory and regulatory financial requirements • Manage the relationship and monitor performance of any outsourced financial services providers
Business Planning and Performance Monitoring	• Lead the annual business planning process, including development of the organisation's three-year business plan, Statement of Performance Expectations (SPE), and Statement of Intent (SOI) • Develop and monitor key performance measures as part of the SPE and track organisational performance • Oversee production of the Commission's quarterly and annual reports and completion of the annual audit • Contribute to planning for new activities in the Commission, including contributing inputs to development of business cases as needed • Support the organisation's engagement with Select Committee processes • Drive an efficiency and effectiveness programme to improve organisational performance and productivity • Lead the organisation's Treasury monitoring relationship.

Information Technology	• Own the organisation's technology strategy and its implementation pathway, ensuring infrastructure and systems are secure, fit-for-purpose, and support business needs • Set the pathway and priorities for the technology strategy • Champion innovation and digital transformation to enhance operational efficiency and stakeholder engagement • Ensure compliance with cybersecurity standards and effective risk mitigation for IT systems • Enable secure information management in accordance with statutory obligations and any relevant government policy settings (e.g., IDA document handling requirements) • Manage the relationship and monitor performance of IT providers
Procurement	• Lead and own the organisation's procurement function, including establishing processes, templates, and systems appropriate to the organisation's size and compliance obligations under the Government Procurement Rules • Lead direction of procurement capability (e.g. Procurement Specialist roles) to support delivery of priority programmes, including IDA • Ensure procurement practice is aligned with Government Procurement rules
Governance, Risk Management and Legal oversight	• Serve as Secretary to the Risk and Assurance Committee (RAC), coordinating meetings, agendas, and papers • Work closely with the executive leadership team and Chief Executive to support organisational risk management • Collaborate with the Chair of the RAC to develop the committee's work programme for the upcoming year, ensuring alignment with organisational priorities and strategic goals • Implement, maintain, and strengthen a comprehensive risk management framework and register that aligns with organisational objectives and ensures compliance with statutory and regulatory requirements, and supports the identification of broader organisational risks • Support the Board Secretary with Board planning • Manage relationships with, and spend on, external legal counsel • Review contracts with legal suppliers, and contribute to organisational discussions on legal risk
People Leadership	• Effectively manage direct reports' performance by setting clear objectives, providing coaching and mentoring, monitoring progress, providing regular feedback and encouraging open and frequent two-way dialogue. • Work collaboratively across the organisation, behaving consistently with Te Waihanga's values. • Communicate and connect your work to the bigger picture so the rest of the organisation understands how it contributes to the success of Te Waihanga • Work with relevant managers/directors, General Managers, and the Chief Executive to ensure best practice and emerging themes are incorporated into leadership, policy or strategy work as relevant.
Acting with integrity	• Role model behaviours consistent with Te Waihanga values. • Apply high standards of accountability and performance as expected within the public sector.
Te Tiriti o Waitangi	• Commit to understanding, recognising, and acting upon the articles of Te Tiriti o Waitangi: Kāwanatanga, Tino Rangatiratanga, Ōritetanga
Health, Safety & Wellbeing	• Take all practical steps to ensure your own health and safety and the safety of others in the workplace.

Key Relationships – Ngā Hononga Mātuatua

- Chief Executive
- Leadership team
- Risk and Assurance Committee
- Board of Directors
- Minister's Office
- The Treasury, including monitoring and the CFO forum, and IDA-specific engagement
- Audit Office
- Other government agencies - MBIE, PSC
- External legal counsel and legal suppliers
- Outsourced finance and IT service providers
- Procurement and finance team members.

Qualifications – Ngā Tohu

Chartered accountant and member of CAANZ is preferred. Governance experience or membership i.e. Institute of Directors is encouraged.

Relevant experience in Finance, Accounting or related area.

Skills and Experience – Ngā Pūkenga me te Wheako

- Proven ability to lead high-performing teams, fostering a culture of collaboration and accountability.
- Experience in driving organisational change, continuous improvement, and operational excellence.
- Experience in strategic financial management, including budgeting, forecasting, financial reporting, and analysis.
- Expertise in leading integrated business planning processes and developing performance frameworks including three-year business planning, SPE, SOI, and annual report and audit.
- Experience in providing high-quality advice and reports to senior stakeholders, including Chief Executives, Boards, and Ministers.
- Experience establishing or strengthening a procurement function, including compliance with the Government Procurement Rules
- Experience managing external legal and contractual relationships, and contributing to legal risk discussions
- Experience managing Crown entity monitoring relationships with the Treasury or equivalent central agencies
- Strong understanding of risk management frameworks and practices, including risk identification, assessment, and mitigation
- Excellent written and verbal communications skills, succinctly communicating complex ideas with an eye for detail and a high level of accuracy.
- Exercises good judgement and discretion, understanding the limits of own analysis and experience. Trustworthy, discreet, and honest.
- Committed to upholding high standards and high quality of work and can deliver under pressure.

Knowledge – Mātauranga

- In-depth knowledge of financial regulations, compliance and statutory requirements, and best practices, particularly in the public sector or government-related contexts.
- Familiarity with funding mechanisms, resource allocation, and financial sustainability strategies.
- Sound knowledge and understanding of relevant legislation, rules, and regulations associated with ministerial servicing and official correspondence functions.
- Familiarity with the issues and trends associated with infrastructure in New Zealand and/or other jurisdictions.
- An understanding of Te Tiriti o Waitangi and the Crown's responsibility to act as a good partner and a willingness to engage with Te Ao Māori perspectives and frameworks.