



## Role description: Chief Financial Officer

<b>Position:</b>	<b>Chief Financial Officer</b>
<b>Position status and location:</b>	This is a permanent position and is based in our Wellington office.
<b>Reporting to:</b>	National Secretaries
<b>Day to Day Oversight:</b>	Assistant Secretary - Operations and Systems
<b>Staff reports:</b>	Finance Officers and Senior Finance Officer
<b>Cost centre sign off:</b>	Finance (NSFIN) (finance, tax payments, petty cash) B4B Treasury (TTREA) PSA offices/locations (Level 2 signatory)
<b>Date:</b>	August 2024

### **Our organisational values**

The PSA *Te Pūkenga Here Tikanga Mahi* takes a strategic approach to unionism and our organisational values are:

- Solidarity - Kotahitanga
- Social Justice - Pāpori Ture Tika
- Integrity and Respect - Te Pono me te Whakaute
- Solution focussed - Otinga Arotahi
- Democratic - Tā te Nuinga e Whakatau ai

### **Te Tiriti o Waitangi/Treaty of Waitangi**

The PSA *Te Pūkenga Here Tikanga Mahi* affirms te Tiriti o Waitangi/the Treaty of Waitangi as the founding document of Aotearoa-New Zealand and is committed to the Treaty principles of partnership, protection, and participation in activities pursuant to the purpose and objects of the union, as they relate to the working lives of members.

**Purpose of this position**

The primary role of the Chief Financial Officer is to advise and manage all financial aspects of the PSA and its subsidiaries (defined as “the Group”).

The role provides leadership to the PSA Finance Team, to support the team in their roles, and to ensure that the team carries out their functions effectively and efficiently.

**Working relationships**

<b>Internal:</b>	<b>External:</b>
National secretaries Assistant secretaries Staff with cost centre responsibility Finance officers Senior Finance Officer Executive Board Treasurer Risk and Assurance Committee The Digital Collective directors and staff NZIQ directors and staff. Executive Officer PSA Plus & Facilities Lead	External auditors Internal auditor Taxation advisor Commercial contractors Investment counterparties Financial software providers

**Key accountabilities**

Key Accountabilities	Activities
<b>Management accounting</b>	<p>Provide advice to the national secretaries regarding financial policy and performance of the PSA, business operations and compliance matters.</p> <p>Provide strategic advice to assist national secretaries and governance in making informed financing decisions.</p> <p>Review all finance agreements to ensure national secretaries are aware of their obligations.</p> <p>Ensure consolidation of regular reports, budgets and forecasts for submissions to national secretariat.</p> <p>Assist the (assistant) secretaries and other cost centre managers in the monitoring of their financial reports and assist with remedial action over budget variations identified.</p> <p>Manage transactions between the PSA and its subsidiaries.</p>
<b>Financial accounting</b>	<p>Oversee the preparation and presentation of monthly financial reports, ensuring all reporting is accurate and timely.</p> <p>Oversee the compilation of the consolidated annual accounts for the PSA and its subsidiaries, and group audit.</p> <p>Oversee the maintenance of accurate accounting records and information.</p> <p>Manage PSA group taxation within legal requirements, ensuring they are completed and filed within required time frames.</p> <p>Manage statutory returns e.g. income tax, GST, FBT and companies office.</p> <p>Ensure that all tax returns are prepared and filed by due date.</p> <p>Arrange for properties to be valued and determine adjustment within the asset register and accounts.</p> <p>Oversee maintenance of fixed asset register.</p> <p>Undertake property and equipment contract management as required.</p> <p>Maintain historic capital spend information.</p> <p>Maintain leased asset annual schedule and reconciliations.</p> <p>Perform long service calculations and discounting for financial reporting purposes.</p> <p>Manage the financial accounting practices of PSA subsidiaries</p> <p>Ensure all group leased/owned vehicles are properly registered, maintained and insured and that WOFs are obtained.</p>
<b>Budget management</b>	<p>Oversee the preparation of the annual budget.</p> <p>Oversee the budget review process during the financial year.</p> <p>Monitor, review and report on the financial performance against budget.</p> <p>Advise national secretaries and assistant secretaries on remedial action when necessary.</p> <p>Prepare and evaluate capital expenditure and long range financial plans</p>

<b>Key Accountabilities</b>	<b>Activities</b>
	and forecasts.
<b>Cost centre management</b>	Oversee the cost centre operating and budgets. Provide information and advice to cost centre holders.

<b>Key Accountabilities</b>	<b>Activities</b>
<b>Reporting</b>	Ensure all schedules for financial reporting are prepared in accordance with statutory requirements and the needs of the Executive Board and national secretaries.  Ensure all ad-hoc reporting requested by the Leadership Team is completed within agreed timeframes.  Draft executive board papers on financial subjects on request.
<b>Risk and Assurance</b>	Support the Risk and Assurance Committee in the risk management function.
<b>Cash flow management</b>	Review and restructure finance as required to optimise cash flows subject to National secretaries' approval. Plan strategically for cash flows. Manage: <ul style="list-style-type: none"> <li>- Creditor payments to ensure timely accurate payments;</li> <li>- Investment movements in accordance with policy and cash requirements</li> <li>- The outstanding debtors ledger</li> </ul> Manage the process of financial transactions for the union to ensure accuracy of financial information going forward.
<b>Investments</b>	Oversee and monitor the PSA investments.
<b>Other</b>	Manage the annual insurance cover / claims for the PSA and its subsidiaries, with the Assistant Secretary - Operations and Systems. Monitor PSA plus viability including holiday home occupancy. Provide drafting and administrative assistance for a number of policies i.e. investment, vehicle, travel and reviewing membership subscription rates.
<b>Participate constructively in their team</b>	Lead the finance team to optimise productivity and capability, working to create a safe, equitable and rewarding workplace. Provide oversight and mentoring the Senior Finance Officer Work collegially and co-operatively with team members and within the wider PSA. Comply with PSA policies and strategies. Contribute to the mentoring of less-experienced staff.

## Person Specification

### **Technical/professional knowledge/skills**

A tertiary qualification and professional registration in accounting/finance is required

In depth knowledge of and experience with financial resources methodologies and techniques.

In depth knowledge of management accounting

In depth knowledge of financial accounting

In depth knowledge of cost modelling

In depth knowledge of financial reporting

Experience in using financial management information systems

Experience in using Power BI

Knowledge of MS Business Central, Payglobal, Magiq (or other budgeting/forecasting software) would be an advantage.

Good communication and interpersonal skills.

### **Attributes**

The ability to work methodically, systematically and with an eye for detail

The ability to work to deadlines

Conscientiousness

Able to maintain discretion and confidentiality

Ability to think creatively

The ability to identify potential financial problems and generate solutions

The ability to collect, process and analyse information.

## Working at the PSA

### **PSA Employment Principles**

The management of the PSA is committed to being a good employer and providing a quality working environment; a process of constructive engagement with staff through their unions; and operating fair, transparent and consistent employment processes and good faith principles.

### **Leadership and Management style in the PSA**

The PSA aims to achieve an optimal balance between an empowering leadership style and ensuring sufficient accountability for achieving the strategic outcomes of the union.

By empowering leadership style we mean encouraging people and teams to take individual and collective responsibility for making appropriate decisions within their sphere of influence and to manage their work effectively. The PSA has staff working in teams with a dual emphasis on self-management and team work. Within the context of the PSA's team based approach to work, an empowering style means developing the ability of teams to co-ordinate and control their work and to work effectively with others to achieve the union's strategic goals.

National and Assistant Secretaries hold management accountabilities which enable them to make appropriate decisions whilst being mindful of the PSA employment principles.

### **Professional Development**

PSA staff members have the responsibility to consider their own personal and professional development. Staff are expected to provide collegial support to co-workers and contribute to the mentoring of less experienced staff. Staff will also participate in individual and collective professional development.

### **Health and safety**

All staff shall take all practicable steps to ensure their safety at work and that no action or inaction of the staff causes harm to any other person.