Finance Manager

Reports to: GM – Strategy and Business Capability
Direct Reports: 2
Team: Strategy and Business Capability
Date: November 2026

Role Purpose

The Finance Manager is responsible for the proactive strategic and operational finance functions within the organisation, ensuring the requirements of the Board, shareholder and leadership are met.

- responsible for implementing robust financial controls and frameworks to safeguard assets and manage cash flow.
- responsible for escalating financial risks to ensure the long term financial sustainability of the organisation.
- responsible for financial reporting and analysis to inform strategic initiatives, optimise resource allocation, and enhance transparency.
- responsible for ensuring adherence to all financial expectations and requirements to provide assurance of the organisation's financial integrity and effectiveness.

ChristchurchNZ Purpose Statement

Mā temahi tahi, ka hangahe taiōhangakia oraai ngātāngata me ngāwāhi hoki.
Together we're shaping an economy where people and places thrive.

Who is ChristchurchNZ

ChristchurchNZ (CNZ) is the economic development, regional tourism, and promotion agency for Ōtautahi Christchurch. We are the catalyst for Ōtautahi Christchurch's economic transformation, driving growth and prosperity for our people and our place. We are the champions of our city, showcasing its vibrancy, innovation and potential to the world.

What does the team do

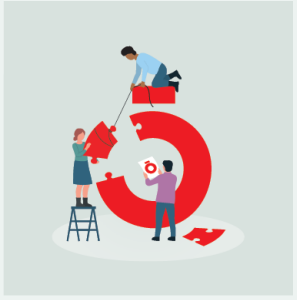
Strategy and Business Capability employees work across teams for finance, people and culture, strategy and insights, information and communications technology, governance and facilities. We enable the whole organisation to work smarter and more sustainably by ensuring they have the systems, tools, insights and training they need. We help our employees stay safe and our processes compliant within a culture where everyone can be at their best. Join us to help our people make Ōtautahi Christchurch a better place.



We are Open



We are Purposeful



We are Together

What you will do

Financial Leadership:

Advise on short and long-term financial decisions to ensure alignment with business strategy for the organisation. Provide oversight, advice and input for leaders regarding forecasting and budgeting and ensure all financial management processes are compliant with statutory regulations and meet legal and tax obligations.

Financial Risk Management:

Implement and uphold rigorous financial controls, robust accounting practices and governance frameworks to safeguard the organisation's assets, manage cash flow and mitigate financial risks.

Financial Management:

Deliver the organisation's financial reporting including analysis, ensuring timely and accurate insights that inform strategic initiatives, optimise resource allocation and enhance stakeholder transparency and effective budget management.

Team Management and Development:

Lead and provide mentorship for the Finance team, promoting professional growth, and ensuring effective collaboration with other functions to enhance financial decision-making and organisational effectiveness. This includes collaborating with People and Culture to ensure strategic alignment for personnel planning.

Stakeholder Engagement:

Build and maintain effective relationships with internal and external stakeholders, ensuring transparent communication and driving effective business and reporting outcomes.

Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform to contribute to the overall success of the organisation, if asked to do so.

What you will have

Qualifications:

- Bachelor degree in business finance or accounting
- Professional certification (CPA/CAANZ)

Professional Experience:

- 5+ years experience in financial management and accounting.
- Leadership experience of the finance function

Essential Skills:

- Strong technical capabilities including NZ GAAP accounting principles, IFRS or PBE reporting standards.
- Experience or ready to step into leading and developing a finance team that partners with the business to achieve organisational goals.
- Experience in managing and improving processes for financial management, forecasting, budgets, business planning and financial reporting.
- Ability to establish and develop relationships with senior leadership, external partners and stakeholders.
- Strong written and verbal communication

Ways of Working

PERSONAL RESPONSIBILITIES

- Act with integrity and accountability by living into our organisational values
- Ensure you are informed of the CNZ strategic direction and how your work contributes our wider purpose
- Embrace opportunities to work with others across the organisation, sharing your knowledge and expertise to optimise business performance
- Take personal accountability for your health, safety, and wellbeing
- Be innovative by approaching your work with a growth mindset, and the ability to navigate change

SUSTAINABILITY

- Demonstrate accountability for your resource use and disposal to minimise environmental impacts and economic cost
- Encourage partners and stakeholders to adopt environmentally sound practices and quality assurance programs

MĀORITANGA

- Demonstrate commitment to the principles of the Treaty of Waitangi by acting in the spirit of participation, partnership, and protection
- Consider Māoritanga in all aspects of business, and engage with iwi where appropriate

PEOPLE LEADER RESPONSIBILITIES

- Lead with empathy and integrity and role model our organisational values
- Create and maintain an environment of psychological safety for your team, encouraging diversity of thought and innovation
- Champion a commitment to health, safety, and wellbeing across the organisation
- Develop your team to be at their best, using our talent management tools and principles
- Be accountable for your own growth and development as a leader so that you can coach others
- Provide strategic direction and support for your team, with the ability to navigate and lead through change
- Champion diversity and inclusion initiatives and the importance of mana Whenua and Māoritanga across the organisation

Working relationships

INTERNAL

- ☐ Primarily within immediate team
- ■ Collaboration with most of the organisation
- ☐ Influencing across most of the organisation

EXTERNAL

- ■ Transactional interaction with external stakeholders
- ☐ Influencing and/or negotiating with external stakeholders
- ☐ Final negotiations with external stakeholders

Financial Delegations

BUDGET MANAGEMENT

- ☐ N/A
- ■ Yes

BUDGET OWNERSHIP

- ■ N/A
- ☐ Yes

BUDGET LIMIT INDICATION

- ■ Nil
- ☐ Up to $50,000
- ☐ Up to $100,000
- ☐ Over $100,000

Budget limit is a threshold indication only, your actual financial delegations are as per the delegated authorities policy