



Head of Finance

Position Description

Reports To: Executive Director, Systems and Enablement

Location: Wellington

Executive Group: Firearms Safety and Education

Shift Work/Non-Shift Work: Non-shift work

Level: Strategic People Leader

Working Hours: 40 per week

Direct Reports: Up to 3 Direct Reports

Remuneration Range: Grade 22

Indirect Reports: Nil

Financial Delegations: 25k

Working at Firearms Safety and Education New Zealand (who we are)

Firearms Safety and Education New Zealand (FSE) are New Zealand's independent firearms regulator. We are responsible for overseeing lawful firearms possession and ensuring firearms possession is limited to those who are fit and proper to possess firearms, and who comply with their legal obligations.

We have three core functions:

- to effectively implement the firearms licensing system,
- to manage the firearms registry,
- to educate people to enable compliance and promote the safe use of legitimate firearms.

We are committed to modernising the firearms regulatory system and providing regulatory oversight to ensure the possession and use of firearms in New Zealand is as safe as it can possibly be.

Our approach is underpinned by:

- good regulatory practice,
- trust and confidence by investing in people and our communities,
- enablement and promotion of safety and compliance in all activities related to firearms,
- Excellent service.

We engage, educate, encourage and enforce when necessary.

Position overview (where you'll be working)

The purpose of Firearms Safety and Education New Zealand is to effectively regulate the legitimate possession and use of firearms to keep all communities safe.

The Head of Finance provides strategic financial leadership and advice to the FSE Leadership Team and leads their team to ensure accurate and timely financial advice, information and reporting.



Responsibilities (what you'll be doing)

The Head of Finance will:

Keep our people safe

- Understand the hazards in your work area and eliminate or minimise the associated risk.
- Report all accidents, incidents and near misses in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training.

Leadership

- Lead the Finance Team to deliver high quality, efficient and effective financial advice and services.
- Lead the development and implementation of financial strategies, plans and initiatives aligned with FSE priorities.
- Take a long-term stewardship approach to FSE financial management
- Role model organisational values, culture and leadership expectations.
- Build financial management capability of the team and of cost centre owners.

Advisory and Partnering

- Partner with the Leadership Team to understand FSE's objectives and business context.
- Provide strategic financial advice to the Leadership team, including long term financial sustainability, cost and revenue modelling and business casing.
- Manage the FSE appropriation working with Police Finance, Ministry of Justice Finance, and Treasury to ensure that FSE's drivers and pressures are understood. Advise on and support mitigating strategies such as fees reviews and budget bids
- Work with Police Finance to ensure the Working Arrangements costings are robust and reasonable, and applied appropriately so that there is no disadvantage to FSE or Police.
- Deliver timely, accurate and forward-looking financial information and business support to ensure effective financial management, oversight, decision-making and risk management.
- Identify and escalate issues and risks (actual, budget, forecast) clearly and quickly to the relevant Leadership Team member/s.
- Work with the People and Capability team to ensure personnel financials and FTE establishment data is transparent, traceable and reconcilable.
- Link financial and non-financial information together so that leaders understand the impact of decisions on their financial performance and that of FSE as a whole, providing them with options to achieve their business objectives within financial parameters.
- Deliver the implementation of budgeting and forecasting process to ensure accurate and timely financial plans that are strategy led and aligned to business plans.
- Lead and coordinate the annual budgeting process, including identifying opportunities to maximise value and/or reduce cost.
- Work with the Audit Office regarding the annual audit process
- Support and review relevant responses to Official Information Act requests, Parliamentary Questions and responses to Select Committees.



- Keep current with emerging trends, government policy and statutory requirements to identify areas for fiscal and business improvements, undertaking reviews, financial modelling and data analytics of existing organisation processes, systems and operating models and collaborating with peers to maximise efficiency, to leverage collective knowledge and seek opportunities for improvement.
- Participate in strategic business planning as a trusted advisor.

Key Relationships

- Build and maintain collaborative relationships with the Leadership Team and cost centre owners.
- Build and maintain collaborative relationships with corporate colleagues and support a cohesive corporate experience for the organisation.
- Build and maintain a collaborative relationship with NZ Police to give effect to the host agency arrangements.
- Build and maintain a collaborative relationship with Ministry of Justice to give effect to their monitoring agency arrangements and their role as overall system steward.
- Build and maintain collaborative relationships with assigned contacts at the Treasury and the Audit Office.

All employees of Firearms and Education New Zealand are expected to:

- Adhere to standards of integrity and conduct.
- Comply with legislative and statutory requirements within area of expertise, including employment and privacy legislation.
- Model the Values.
- Respect diversity and demonstrate inclusiveness.
- Understand the hazards in their work area and eliminate or minimise the associated risk.
- Report all accidents, incidents, and near misses in a timely fashion.
- Actively participate in Wellness and Safety initiatives and training.
- Perform other duties and participate in projects as required.

Key relationships (who you'll be working with)

Internal	• Chief Executive • Executive Director, Systems and Enablement • Leadership Team • Cost Centre Owners • Finance team • Performance and Insights team • People and Capability team • Business Transformation team
External	• Treasury • The Audit Office



- | | |
|--|--|
| | <ul style="list-style-type: none">• Police Finance• Police Finance and other Centralised Services• MoJ Finance• MoJ Policy• Other public sector agencies as required• Third party vendors as required |
|--|--|

Position specific competencies: (how you'll deliver results)

To be successful in this role, the Head of Finance will bring:

- Experience leading a finance function of equivalent size and complexity.
- Qualified Chartered Accountant status.
- Finance experience in the public sector and understanding of the machinery of government.
- In-depth experience in strategic, management and cost accounting.
- Demonstrated commitment to developing and maintaining a culture of respect and inclusion within an organisation.
- Demonstrated ability to effectively communicate with a range of stakeholders, including representing an organisation in a range of settings.

Additional information: (what you need to know)

Work Environment

- Flexibility Options: Flexible work options available.
- Travel requirements: Travel may be required.
- Physical Environment: Office.

Pre-Employment Checks

- Not a children's worker, standard vetting required.
- Drug and alcohol testing, as required, according to guidelines.
- No National Security Clearance is required to be obtained and maintained.