

# hardygroup



New Zealand  
Health Group

CANDIDATE INFORMATION PACK

## CHIEF FINANCIAL OFFICER NEW ZEALAND HEALTH GROUP



# TABLE OF CONTENTS

Executive Summary	3
New Zealand Health Group	5
Chief Financial Officer	6
Employment Terms & Conditions	9
How to Apply	10

# EXECUTIVE SUMMARY

## **Ko wai mātou | Who we are**

New Zealand Health Group (NZHG) Limited is the country's largest provider of Home and Community services, rehabilitation and behavioural support, health staffing and training. Through its companies, we provide healthcare services to over 30,000 New Zealanders and employ over 11,000 caregiving, nursing and other health professional staff.

Having operated in the sector for over 30 years, we have built up an enviable reputation for pursuing better techniques and systems to be able to provide the very best of care and support for those New Zealanders who need help to live in their own homes as independently as possible. Our purpose is Pae Ora mō Tātau Katoa, wellbeing for everyone. To this we want to show and improve our ability to be living the principles of Te Tiriti o Waitangi.

## **He korero whakamarama mo tenei turanga | About the role**

As the Chief Finance Officer (CFO), you will have primary responsibility for the planning, implementation, managing and running of all the finance activities of the company, including business planning, managing acquisitions, execution of strategy business integration, payroll, procurement, budgeting, forecasting and negotiations.

## **Kai mahi koe | What You'll be Doing**

- Create / develop our financial strategy, business growth model and funding pathways.
- Providing leadership, direction and management of the finance and accounting team including payroll
- Providing strategic recommendations to the CEO and members of the executive management team
- Managing the processes for financial forecasting and budgets, and overseeing the preparation of all financial reporting
- Management and transition of acquisitions
- Overseeing the organisation's payroll function
- Managing the organisations procurement function and needs
- Advising on long-term business and financial planning
- Oversight of front-end forecasting, processes, and outcomes.

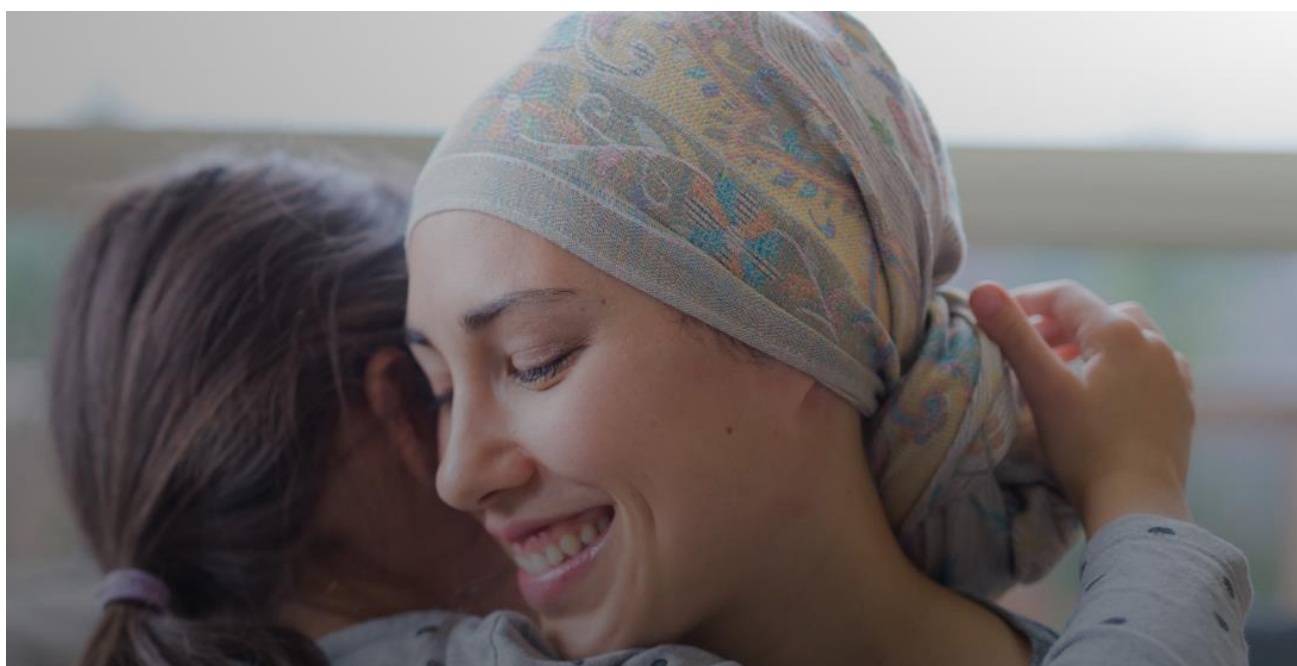
## **Ngā tohungatanga mō tēnei tūranga | What you will bring**

- A leadership style that develops trust and respect.
- Superior financial and commercial acumen
- Understanding of the property market and procurement functions

- Experienced in acquisitions, debt markets and banking.
- Experienced in managing the payroll function for a large and complex organisation.
- Business/Commerce degree or professional qualification.
- Member of the New Zealand Institute of Chartered Accountants, CA College - desirable
- Extensive experience, 10 years plus, at a senior executive level, holding direct accountability for finance, planning, strategy, corporate administration, property management and commercial affairs.
- Proven experience in risk management
- Exceptionally self-motivated and directed.
- Analytical, evaluative, and problem-solving abilities.
- Exceptional service orientation.
- Excellent written and verbal communication skills.
- Ability to work collaboratively.
- Experience at working with a Board

If this sounds like the role for you apply today! Come and join our growing organisation and be a part of a company committed to supporting the community.

***Applicants must be either a New Zealand citizen or permanent resident.***



## ABOUT NEW ZEALAND HEALTH GROUP

*Building a better New Zealand through health and wellness*



## GROUP CAPABILITIES

NZHG's capabilities extend across Aotearoa and include:

- In-Home Support and Aged Care
- Specialist Disability Services
- Private Health and Wellbeing Services
- Social Services
- Workforce Development
- Workplace Support
- Community Nursing Services
- Community Rehabilitation Services
- In Home Monitoring
- Mental Health and Wellbeing
- Corporate Wellbeing
- Staffing Solutions

NZHG's goal is to propel the industry into a new era of world-class quality care and make their wide range of innovative services accessible to all New Zealanders, tailored to support individual needs and self-directed care.

View the NZHG Story [here](#).

## CHIEF FINANCIAL OFFICER

### POSITION PURPOSE

The Chief Financial Officer (CFO) has primary responsibility for the planning, implementation, managing and running of all the finance activities of a company, including business planning, managing acquisitions, execution of strategy business integration, budgeting, forecasting and negotiations.

To support the Board in executing its governance responsibilities and to ensure the Board is appropriately informed on all financial matters.

### KEY ACCOUNTABILITIES

- Providing leadership, direction and management of the finance and accounting team
- Providing strategic recommendations to the CEO and members of the executive management team
- Managing the processes for financial forecasting and budgets, and overseeing the preparation of all financial reporting
- Management and transition of acquisitions
- Advising on long-term business and financial planning
- Establishing and developing relations with senior management and external partners and stakeholders
- Overseeing the company's payroll function
- Reviewing all formal finance procedures
- Operational Finance and Planning Decision Support
- Corporate Governance and Risk Management
- Legal Services
- Facilities Management
- Providing reliable reporting, strategic and operational advice and support to New Zealand Health Group



## SELECTION CRITERIA

The Chief Financial Officer will demonstrate expertise, experience, and knowledge in the following criteria:

1. A leadership style that develops trust and respect.
2. Strong strategic thinking capability.
3. Superior financial and commercial acumen.
4. Strong relationship and communication skills.
5. Successful involvement in property and information systems development.
6. Experienced in acquisitions, debt markets and banking.
7. Has led organisations or teams through periods of business or cultural change.
8. Skilled at stakeholder management at a very high level.
9. Working with a Board

### Desirable skills, knowledge and experience

- Knowledge and experience within the health sector

## QUALIFICATIONS & EXPERIENCE

- Business/Commerce degree or professional qualification.
- Member of the New Zealand Institute of Chartered Accountants, CA College - desirable
- Extensive experience, 10 years plus, at a senior executive level, holding direct accountability for finance, planning, strategy, corporate administration, property management and commercial affairs.
- Proven experience in risk management

View the complete required skills, experience and knowledge in the [Position Description](#).

## CHALLENGES

Major challenges currently associated in the sector include:

- Addressing equity
- Achieving sustainable funding solutions
- An Ageing workforce
- Increasing demand for services
- Realising the potential of, and opportunities available through, technology



## REPORTING & KEY RELATIONSHIPS

The Chief Financial Officer key internal and external relationships for the role are listed below:

Internal Relationships	External Relationships
Group CEO and Group Exec Team	Potential acquisition targets
Board	Suppliers and vendors
Wider Finance Team	External advisors and contractors as required
Operational and Shared Service employees across the group	Contracting companies and contractors/consultants

## KEY DATA

Staffing	Approx. 11,000 people
Revenue	Approx. \$700m
Number of Clients	30,000 people at any one time
Number of Support Hours	10,000,000 per annum
Service Location	<p>Auckland or Wellington location is desirable.</p> <p>NZHG has offices throughout New Zealand. Main hubs are Auckland, Wellington &amp; Christchurch. Flexible working arrangements from any location. Local inter regional travel and regular presence in key geographical hubs will be required.</p>
Useful Links	<p><a href="#">Role Description</a></p> <p><a href="#">NZ Health Group Website</a></p> <p><a href="#">NZ Health Group Leadership Team</a></p> <p><a href="#">NZ Health Group Capabilities</a></p>



# EMPLOYMENT TERMS & CONDITIONS

**REMUNERATION** To be discussed with HG Principal Consultant

**CLASSIFICATION** Executive Role

## PRE-EMPLOYMENT PROBITY CHECKS

Information on a person's suitability for appointment is obtained for all appointments. Potential appointees will be asked whether there are any reasons why they should not be appointed such as: Information on a person's criminal history and other associated probity checks will be sought from those candidates whose application has progressed to shortlisting for interview.

A New Zealand Police check may be undertaken as part of the vetting process for this role.



## HOW TO APPLY

The closing date for applications is 5pm Friday 19<sup>th</sup> May 2023

The reference number to include in your application is H23\_4427

**For a confidential discussion, please contact Principal Consultant, David Hughes:**

**M:** +64 (0)212 864 470

**E:** dhughes@hardygroupintl.com

**Please submit application documentation to Executive Search Coordinator, Jane Mather**

**E:** jmather@hardygroupintl.com

*It is standard practice for HardyGroup to acknowledge receipt of your application no later than the next business day. We request that if you do not receive the acknowledgement, you contact the search coordinator listed above as soon as possible after the 24-hour business period and arrange to resend your application if necessary.*

**Your application must include:**

1. [Completed HG Application Form](#)
2. Cover letter addressed to the Principal Consultant;
3. A written response addressing the key selection criteria, found on **page 7**;  
Please provide a specific example for each criterion listed from previous experience detailing projects, tasks or occasions where you have demonstrated the competency and
4. An up to date copy of your Curriculum Vitae

## REFEREES

You will need to provide details of three (3) professional referees. To do so, complete the relevant fields in the Candidate Profile. You should carefully consider who you select to approach to provide reference advice. Your current manager must be included. It is customary for referee reports to be requested after interview and if you are the preferred candidate, your permission will be requested prior to contacting your referees.

## PERSONAL INFORMATION

HG complies with the [New Zealand Privacy Act 2020](#); all applications are treated by HG in strict confidence. However, in submitting an application, you are extending permission to share your application with the Selection Panel.

Personal Information will be used to assess your suitability for appointment to this Positions Health Services. As part of the selection process, personal information will be dealt with in accordance with HG's Privacy Policy and the Information.

### Position Description – Chief Financial Officer

Position Title	Chief Financial Officer
Reports to	CEO
Number of direct reports	6
Location of role	Auckland or Wellington
Scope of operations	Annual operating expenditure – Employees -
Date of last review of role	April 2023

#### Background

New Zealand Health Group (NZHG) Limited is the country’s largest provider of Home and Community services, rehabilitation and behavioural support, health staffing and training. Through its companies, we provide healthcare services to over 30,000 New Zealanders and employ over 11,000 caregiving, nursing and other health professional staff.

Having operated in the sector for over 30 years, we have built up an enviable reputation for pursuing better techniques and systems to be able to provide the very best of care and support for those New Zealanders who need help to live in their own homes as independently as possible. Our purpose is Pae Ora mō Tātau Katoa, wellbeing for everyone.

#### Purpose of Role

The Chief Financial Officer (CFO) has primary responsibility for the planning, implementation, managing and running of all the finance activities of a company, including business planning, managing acquisitions, execution of strategy business integration, payroll, budgeting, forecasting and negotiations.

To support the Board in executing its governance responsibilities and to ensure the Board is appropriately informed on all financial matters.

#### Key Working Relationships

The following table shows the key internal and external relationships for the role

<b>Internal Relationships</b>	<b>External Relationships</b>
Group CEO and Group Exec Team	Potential acquisition targets
Board	Suppliers and vendors
Wider Finance Team	External advisors and contractors as required
Operational and Shared Service employees across the group	Contracting companies and contractors/consultants

## Key Role Accountabilities

- Providing leadership, direction and management of the finance and accounting team
- Providing strategic recommendations to the CEO and members of the executive management team
- Managing the processes for financial forecasting and budgets, and overseeing the preparation of all financial reporting
- Management and transition of acquisitions
- Advising on long-term business and financial planning
- Overseeing the organisation's payroll function
- Establishing and developing relations with senior management and external partners and stakeholders
- Reviewing all formal finance procedures
- Operational Finance and Planning Decision Support
- Corporate Governance and Risk Management
- Legal Services
- Facilities Management
- Providing reliable reporting, strategic and operational advice and support to New Zealand Health Group

## Key Person Specification and Competencies

### Essential skills, knowledge and experience

- A leadership style that develops trust and respect.
- Strong strategic thinking capability.
- Superior financial and commercial acumen.
- Strong relationship and communication skills.
- Successful involvement in property and information systems development.
- Experienced in acquisitions, debt markets and banking.
- Has led organisations or teams through periods of business or cultural change.
- Skilled at stakeholder management at a very high level.
- Working with a Board

### Desirable skills, knowledge and experience

- Knowledge and experience within the health sector

### Experience and Qualifications

- Business/Commerce degree or professional qualification.
- Member of the New Zealand Institute of Chartered Accountants, CA College - desirable
- Extensive experience, 10 years plus, at a senior executive level, holding direct accountability for finance, planning, strategy, corporate administration, payroll, property management and commercial affairs.
- Proven experience in risk management

### Personal Attributes

- Excellent written and oral communication skills
- Strong negotiating skills
- Ability to present ideas in business-friendly and user-friendly language
- Exceptionally self-motivated and directed
- Keen attention to detail