
POSITION DESCRIPTION

Position:	Team Leader Finance
Location:	Petone, Wellington
Business Area:	Finance
Group:	Finance, IT and business services
Reporting to:	General Manager, Finance and Business Services
Delegated Authority:	Yes
Staff Responsibilities:	Yes
Issue date:	November 2019

Our Role

New Zealand Thoroughbred Racing (NZTR), is the governing body of the thoroughbred racing industry in New Zealand and we represent the interests of thoroughbred industry stakeholders.

NZTR exists to provide the thoroughbred racing industry with leadership and direction by:

- a) Ensuring that the thoroughbred code is effectively administered;
- b) Determining its strategic direction; and
- c) Ensuring its health and competitiveness with other sports and entertainment options.

NZTR is also responsible for developing all racing industry training programmes in New Zealand and operates a number of dedicated apprentice schools across the country.

We are based in Wellington and share the same building as the New Zealand Racing Board, the TAB, and Greyhound Racing New Zealand.

Our challenge is to make sure that everything we do meets one simple test - what is best for New Zealand thoroughbred racing.

Your Role

The role of Team Leader Finance is key to assisting NZTR achieve its goals and commitments to the thoroughbred industry and associated stakeholders. The role requires you to demonstrate leadership in financial management for all finance functions.

The Team Leader Finance is responsible for leading the activities of the finance function and guiding finance team members in their roles. A strong focus on exceptional customer service and best practice finance functions is required.

Working Relationships

Internal	External	Boards and Committees
<ul style="list-style-type: none"> ▪ All team members of NZTR 	<ul style="list-style-type: none"> ▪ Thoroughbred Racing Clubs ▪ Owners, Trainers, Jockeys and Apprentice Jockeys ▪ All NZTR's banking partners ▪ Deloitte (NZTR auditors) ▪ Sandfield Associates Limited and Technology One (Software providers) ▪ Insurance brokers ▪ Stakeholder and Sector Groups ▪ Racing Industry Transition Agency (RITA) ▪ Harness Racing NZ and Greyhound Racing NZ 	<ul style="list-style-type: none"> ▪ All board and committee members

Key accountabilities

Key result area	Accountabilities
<p>New Zealand Thoroughbred Racing (NZTR)</p>	<ul style="list-style-type: none"> ▪ Manage the day to day finance function ensuring quality service performance of all team members. ▪ Ownership of all month end journals and balance sheet reconciliations for authorisation by the GM, Finance and Services. ▪ Run fixed asset and depreciation reports. ▪ Assist in preparation of monthly Finance report for Senior Management and NZTR Board. ▪ Assist in full year forecasting and reporting on actual versus budget and forecast to Senior Management and Board. ▪ Assist with preparation of monthly cost centre reports and participate in monthly review with relevant cost managers. ▪ Assist in preparing annual NZTR budget. ▪ Assist in preparing the Statutory Financial Accounts for Auditing and Annual Report. ▪ Be the primary contact for and co-ordinate the on-site audit. ▪ Preparation of fortnightly payroll ▪ Oversee the preparation of the daily bank reconciliations ▪ Oversee the preparation of all IRD tax returns, including withholding tax, fringe benefit tax and GST, and ensure filing and payments are done accurately and on time. ▪ Provide leadership and motivation to the finance team members by managing both their day to day service delivery and individual performance.
<p>Team Leadership</p>	<ul style="list-style-type: none"> ▪ In collaboration with the finance team regularly review all

business processes to capitalise on efficiency gains and improve our service offering to customers, including e-commerce developments.

Work with the team members to ensure:

- All accounts receivable invoices are raised and sent in a timely manner.
- Monthly debtor statements are raised and sent.
- Input of all customer cheques.
- Outstanding debtor invoices are followed up to ensure timely payment.
- All supplier invoices and credit card statements are approved by the appropriate cost centre manager and input accurately into the finance system.
- Timely payment of all supplier invoices.
- Trainers Association, Jockey Association, General Trust Fund, Apprentice Jockey Fund, and any other scheme as required
- Accurate and timely input of all transactions onto Xero accounting system.
- Working with team members and or stakeholders to prepare monthly financial statements and reports.
- Be the primary contact for and co-ordinate audits on behalf of other racing entities as required.
- Provide other accounting support as required by other racing entities.

Other Racing Entities

Thoroughbred Racing Owners Settlement Account (TROSA)

- Provide support to all TROSA users both external and internal.
- Monitor and control the transactions posted into, and payments made from TROSA.

General Duties

- Key contact for all customer finance queries.
- General finance duties and projects, as directed by the GM, Finance and Services and Chief Executive.
- Build and maintain effective relationships with suppliers and other key external entities.
- Ensure best practice internal controls are in place and have strong analytical skills to resolve variances with proven ability in problem solving.

NZTR Health and Safety

- Ensure health and safety procedures, policies and practices are implemented, followed and understood.
- Follow all instructions at all times as issued by the NZTR Health and Safety representative from time to time.

Person Specification

- You will hold a professional accounting qualification and be able to demonstrate proven ability as a leader.

You will be proficient in the following areas:

- Microsoft Office (Advanced level skills Excel and Word).
- Understanding of Xero accounting software and Technology One accounting software.
- Be pro-active and able to deliver in a timely and accurate way.
- Highly developed customer service skills and problem solving skills.
- Drive to continually address and exceed the needs and expectations of customers and other stakeholders.
- Excellent oral/written communication and interpersonal skills.

Attributes/Success Factors

- Understands NZTR's internal and external customers' needs.
- Continually looks for ways to improve service delivery to customers, resolving any issues to ensure that actions and decisions address customer needs and expectations, both now and in the future.
- Ensures that a positive image is projected for the team, and for the organisation as a whole.
- Demonstrates ability to deliver results in a customer service function.
- Demonstrates financial and business acumen.
- Continually look for ways to improve service delivery and business processes.
- Promote a culture of sharing knowledge and ideas within NZTR.
- Promote change within the team/organisation, encouraging innovative ideas to enhance service offering and improve efficiency.
- Models own personal commitment to business changes.
- Adapts processes in response to changing objectives and needs.
- Proficient at conveying information and ideas clearly and accurately.
- Has strong interpersonal skills and is able to establish and maintain effective and high value working relationships.
- Able to establish and maintain credibility through effective relationships.

Other Requirements

- You will ideally have some knowledge of the mechanics of the Racing Industry.