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GOVERNMENT  
COMMUNICATIONS  
SECURITY BUREAU  
TE TIRA TIAKI



New Zealand  
Security Intelligence  
Service  
Te Pā Whakamarumarū

## POSITION DESCRIPTION

### Deputy Chief Financial Officer

**Unit/Branch, Directorate:** Finance, Intelligence Community Shared Services

**Location:** Wellington

**Salary range:** Band K \$128,161 - \$192,241

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#### **Purpose of position:**

The role of the Deputy Chief Financial Officer is to be responsible for all aspects of corporate finance related activities for the GCSB and NZSIS.

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**Our mission** at the GCSB is to protect and enhance New Zealand's security and wellbeing.

**Our mission** at the NZSIS is to keep New Zealand and New Zealanders safe and secure

**Our values** at the GCSB are Respect, Commitment, Integrity and Courage

**Our values** at the NZSIS are Collaborative, Courageous, Positive, Driven and Self-aware

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**IC Shared Services purpose:** The Intelligence Community Shared Services (ICSS) is a trusted partner of the New Zealand Security Intelligence Service (NZSIS) and Government Communications Security Bureau (GCSB) enabling the achievement of individual and joint agency strategic and operational outcomes.

We provide expert advice, guidance and business support in the professional fields of people and capability, finance, facilities, security, and procurement.

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<b>Key accountabilities</b>	<b>Deliverables/Outcomes</b>
<p><b>Provide direction and oversight to the finance team</b></p>	<ul style="list-style-type: none"> <li>• Ensures provision of high quality advice and services relating to financial management, analysis and support, including financial transactions</li> <li>• All central financial management and accounting processes produce high quality results</li> </ul>
<p><b>Develop and maintain strong, collaborative relationships with GCSB and NZSIS</b></p>	<ul style="list-style-type: none"> <li>• Maintains and provides a “whole of NZIC” and where appropriate organisation specific, business perspective to the CFO; Finance Managers; ICSS, GCSB and NZSIS</li> </ul>
<p><b>Strengthen and continue to develop business-wide processes for sound financial management, resource allocation and decision-making</b></p>	<ul style="list-style-type: none"> <li>• Ensures the provision of timely and sound financial analysis, advice and support to Senior Leadership Teams of the GCSB and NZSIS</li> <li>• Processes are developed and implemented that enable collaborative ways of working between the Finance team and its customers</li> <li>• Contributes to and promotes the design and implementation of continuous improvement to systems, technology, processes and procedures to improve service delivery</li> <li>• Identifies and addresses significant issues that will impact the ICSS, GCSB and NZSIS financial positions including management and reporting of the cash flow, funding and budget variances</li> <li>• Proactively challenge the organisation to effective and appropriate use of resources balanced with building a trusted advisor relationship with senior managers</li> </ul>
<p><b>Provide financial leadership to the business</b></p> <ul style="list-style-type: none"> <li>• Manage financial systems ensuring they are maintained and developed appropriately in alignment with financial management strategy and direction</li> <li>• Ensure appropriate internal quality controls are maintained within the organisations including policy updates</li> <li>• Lead the development of the FMIS system including process improvement that will improve timeliness of information to customers and to ensure integrity of</li> </ul>	<ul style="list-style-type: none"> <li>• Measurement standards are developed and monitoring service of delivery standards, efficiency and effectiveness is regular</li> <li>• Identifies issues or risks, escalates where appropriate and leads the development and implementation of mitigation strategies</li> <li>• The full benefits of FMIS are realised</li> <li>• An internal budget process is developed and implemented that is clear, understandable and considers demands on managers</li> <li>• Develop and implement processes that enable effective budgeting and forecasting</li> </ul>

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<p>financial information is achieved effectively</p>	<ul style="list-style-type: none"> <li>• Timely and accurate consolidation and delivery of statutory financial reports including external budget processes (estimates, supplementary estimates and cash flow forecasts)</li> </ul>
<p><b>Contribute to the identification of systems, structures, policies and practices required to deliver government priorities and core business</b></p> <ul style="list-style-type: none"> <li>• Ensure accountability and compliance with applicable legal, government and regulatory requirements</li> <li>• Responsible for completions and reviewing of March Baseline Update and October Baseline Update reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Provides relevant information and identify key issues in response to correspondence, select committee, ministerials and parliamentary questions</li> <li>• March Baseline Update and October Baseline Update reporting is accurate and competed within delivery timeframes</li> </ul>
<p><b>Assist the CFO in financial risk management and compliance systems</b></p>	<ul style="list-style-type: none"> <li>• Robust systems for internal audit control, risk management, financial compliance and business continuity are maintained and regularly reviewed with the CFO</li> </ul>
<p><b>Develop and maintain effective internal and external business and stakeholder relationships</b></p>	<ul style="list-style-type: none"> <li>• Is dedicated to meeting the expectations and requirements of internal and external stakeholders and business customers.</li> <li>• Gains the trust and respect of the business and stakeholders</li> </ul>
<p><b>Contribute to the development of ICSS finance strategies and plans</b></p> <ul style="list-style-type: none"> <li>• Leads, manages and contributes to the Finance team work programmes and projects</li> <li>• Identifies work programme priorities and develops team plans</li> </ul>	<ul style="list-style-type: none"> <li>• Finance team goals/outcomes are delivered within agreed time frames</li> </ul>
<p><b>People Leadership</b></p> <ul style="list-style-type: none"> <li>• Contributes to the collective leadership of the Finance team</li> <li>• Actively promotes the ICSS purpose, strategy, vision and values</li> <li>• Leads and communicates the direction for the team</li> <li>• Provides regular and constructive feedback on performance and measures and evaluates individual and team performance against agreed goals</li> <li>• Addresses poor performance issues</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate resources are allocated to meet business needs and deliver team and core service delivery goals/outcomes</li> <li>• Staff have the tools and resources necessary to perform their jobs</li> <li>• Clear, measurable, challenging and achievable performance goals are communicated and these are met</li> <li>• Consultation on and settings of expectations of team outcomes and priorities</li> </ul>

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promptly by adopting appropriate processes	
<p><b>Health and safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Cooperate in implementing return to work plans</li> <li>• Be a <b>visible</b> role model at all times</li> <li>• <b>Follow</b> GCSB's safety rules and procedures</li> </ul> <p><b>Health and safety (for team):</b></p> <ul style="list-style-type: none"> <li>• Inform, train and equip staff to carry out their work safely</li> <li>• Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries</li> <li>• Assess all hazards promptly and ensure they are managed</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work</li> <li>• All requirements in the NZIC Health and Safety policy and procedures are met</li> </ul>
Other duties	Any other duties that fall within the scope of the position

<b>Position delegation</b>	
Financial delegation:	Level 5

<b>Key stakeholders</b>	
Internal:	<ul style="list-style-type: none"> <li>• Chief Financial Officer</li> <li>• Director-Generals of GCSB and NZSIS</li> <li>• GCSB Board and NZSIS Executive Group</li> <li>• Risk and Assurance Committee members</li> <li>• ICSS managers</li> <li>• GCSB and NZSIS managers, Regional managers and senior staff</li> </ul>
<b>Key stakeholders</b>	
External:	<ul style="list-style-type: none"> <li>• The Treasury</li> <li>• Audit New Zealand</li> <li>• Office of the Auditor-General</li> <li>• Department of Prime Minister and Cabinet</li> <li>• Inland Revenue</li> <li>• Central Agencies Shared Services</li> <li>• Chief Financial Officers (or counterparts) in the wider Intelligence Community and wider Public sector</li> </ul>

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	<ul style="list-style-type: none"> <li>• Banks</li> <li>• Finance professionals (or their counterparts) in the public sector or wider intelligence community</li> </ul>
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<b>Person Specification</b>	
Essential experience:	<ul style="list-style-type: none"> <li>• Experience and a sound understanding of government processes and systems</li> <li>• Significant experience in managing and motivating high performing teams</li> <li>• Demonstrated ability to get results through leading others.</li> <li>• Proven performance in leading through change and driving service improvements</li> <li>• Proven experience in building and maintain strong effective working relationships with internal and external stakeholders</li> <li>• Demonstrated expertise in developing and implementing best financial practices</li> <li>• Proven ability to present financial information clearly and concisely across a range of audiences</li> </ul>
Desirable experience:	<ul style="list-style-type: none"> <li>• Familiarity with, or experience in, a variety of employee engagement tools, practices, initiatives</li> </ul>
Knowledge and Skills:	<ul style="list-style-type: none"> <li>• Demonstrated understanding of the Public Finance Act and other relevant finance related legislation and its implications for best practice</li> <li>• Skilled at stakeholder management at a high level</li> <li>• Possesses a leadership style that develops and engenders trust and respect</li> <li>• Demonstrated ability to network and build harmonious, productive working relationships throughout the business with internal and external stakeholders</li> <li>• Comfortable with presenting to stakeholders and other groups across the business and wider environment</li> <li>• Strong strategic thinking capability</li> <li>• Superior financial and business acumen</li> <li>• Superior communication skills, with significant experience preparing reports,</li> </ul>

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	briefs and business cases
Qualifications and Courses: Essential:	<ul style="list-style-type: none"><li>• Tertiary qualification in accounting (e.g. Bachelor of Commerce) or equivalent knowledge, skills and experience and a demonstrable commitment to ongoing professional development</li><li>• Membership of the New Zealand Institute of Chartered Accountants (at Chartered Accountant level) or equivalent</li></ul>
Specific Job Requirements:	<ul style="list-style-type: none"><li>• Ability to obtain and maintain a TSS security clearance</li></ul>

### NZIC Competencies

In addition to the Person Specification above, competency standards which outline the development requirements of the position are set out under the NZ Intelligence Community (NZIC) Career Pathways framework. The Career Pathways framework enables progression within the job.

Full descriptions of progression competencies and an overview of the NZIC Career Pathways framework is available on appointment.

This position is aligned to the Leader of Leaders competency framework.

### Changes to Position Description

Positions in the GCSB may change over time as the organisation develops. Therefore we are committed to maintaining a flexible organisation structure that best enables us to meet changing market and customer needs. Responsibilities for this position may change over time as the job evolves. This Position Description may be reviewed as part of planning for the annual performance cycle.

Date PD reviewed: 30/03/2018

### Signatures

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Manager's Name		
Signature		Date:

Employee's Name		
Signature		Date:

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