



**EQUESTRIAN SPORTS  
NEW ZEALAND**

# **General Manager Finance and Operations**

Equestrian Sports  
New Zealand

**SPORTSPEOPLE**  
RECRUITMENT





- **Lead all financial functions and services**
- **Focus on strengthening financial & reporting capability**
- **Build best practice NFP accounting standards**

## About Equestrian Sports New Zealand

Equestrian Sports New Zealand (ESNZ) is the national sports organisation (NSO) for Equestrian Sports in New Zealand as recognised by Sport New Zealand (SNZ) and High-Performance Sport New Zealand (HPSNZ), the New Zealand Olympic Committee (NZOC), the New Zealand Paralympic Committee (NZPC) and the Federation Equestre Internationale (FEI).

ESNZ is responsible for the management and development of the sport through the various disciplines to provide pathways and competition for riders, coaches, officials and international teams representing New Zealand from age group development to elite teams, including World Championships and the Olympic Games. The disciplines include Eventing, Jumping & Show Hunter, Dressage, Endurance & CTR and Para Equestrian.

ESNZ is structured across the Areas of **Community and Participation** (Coaches, Officials, Schools, Wellbeing, Other Equine partners) **High Performance** (Athletes, Coaches, Athlete support staff) **Competition** (Lead by Disciplines) **Finance and Risk** and **Operations IT**.

ESNZ's vision is to enrich the lives of humans and horses through equestrian pursuits.

ESNZ exists for the equestrian community to participate in organised, safe and inspiring recreational and competitive equestrian sport experiences **'Pony to Podium'**.

The vision is delivered through three clear focus areas:

- Quality Horse and Human Recreational Experiences
- Quality Horse and Human Competitive Experiences
- World Winning Performances

Underpinning these are the ESNZ values of: Integrity, Excellence, Inclusiveness, and Wellbeing of the Horse and Human.





# General Manager Finance and Operations

Reporting to the CEO, the General Manager Finance and Operations will be responsible for the overall day to day financial operations of ESNZ. This will include direct responsibility for finance, forecasting, financial planning, financial governance, risk management, insurance, payroll, asset and property management. The role will also oversee the annual budgets, provide high level financial advice to the CEO and ESNZ Board and managing the development, implementation and monitoring of internal financial control policies and procedures.

The General Manager Finance and Operations is part of the senior leadership team leading the financial functions to ensure ESNZ operates efficiently and in accordance with best practice not for profit accounting standards. A key part of this role is the ability to develop and enhance key working relationships with internal and external stakeholders.

The position will require a person with excellent attention to detail, a passion for continual improvement and a strong communicator who can effectively manage change in processes and systems. The ability to manage communication and reporting at an executive and Board level is required.

To be successful in this role you will hold suitable tertiary qualifications in Accounting (ideally CA qualified, or working towards) and have good working knowledge of financial modeling, auditing practices, cash flow management and budgeting. Experience within a sporting or similar volunteer and membership based not-for-profit organisation would be highly regarded.

As a collaborative and visionary leader, a proven background in engaging and influencing people is essential, with the negotiation, communication strategy and storytelling skills to position value proposition. You will have the conviction and courage to challenge the status quo if needed, and able to build strong relationships, advocate, inspire and elicit cooperation from a diverse range of key stakeholders (internal and external), creating win/win outcomes.

A background in Equestrian sports or the horse industry is not required; however you must be committed to driving a positive change for the systems and processes of ESNZ. This is a unique and significant opportunity to help create a stronger sport for the benefit of New Zealanders into the future.



# Key functions of the role

## Leadership

- Contributes to the development and promotion of ESNZ's business direction especially its strategic Growth Plan.
- Provides a financial management focus to ESNZ's strategic thinking and planning including assisting ESNZ's sports with their own planning.
- Develops a risk management strategy and implements policy.
- Identifies key issues and relationships relevant in achieving strategic goals.
- Acts as the key financial advisor providing quality financial and strategic advice to all parts of the organisation in a pro-active way.
- Leads liaison for the ESNZ Audit, Finance & Risk Committee and develop risk mitigation strategies.
- Works alongside the CEO to assess the financial performance of all parts of ESNZ and recommend options for managing these more effectively to the relevant governance board.

## Accounting & Financial

- *Annual*
  - Prepares end of year statements and accompanying documentation through to presentation to ESNZ's external auditors.
  - Leads the preparation of the financials for the published Annual Report.
- *Monthly*
  - Review accounts payable, accounts receivable.
  - Prepares monthly financial reports for all eight entities separately and consolidated.
- *Budgets*
  - Assists ESNZ's sports and national equestrian centres with the development and management of budgets as well as leading ESNZ's consolidated budget.

- Monitors all eight budget results on a monthly basis, comparing actual against budget and forecasts, noting major variances, supplying explanations and recommending corrective action as needed to the relevant entity.
- *Advice*
  - Maintains control over cash flow including forecasts and daily management.
  - Provides advice and management of reserve funds in consultation with the CEO and/or Sport Boards.
  - Offers appropriate financial advice to the area groups/clubs of ESNZ sports.
  - Provides an independent financial assessment and recommendations on all business cases that require CEO and ESNZ Board sign-off
  - Develops and maintains effective financial and administration best practice processes for ESNZ's financial entities (currently eight) in conjunction with the relevant personnel from each entity.
  - Constantly monitors the business performance of ESNZ and its sports so that deviations from plans and standards and other strategic trends are detected and brought to the attention of the CEO, ESNZ Board and/or relevant Sport Board.
  - Manages and reports to trustees of independent trusts under ESNZ administration.
  - Anticipates information needs and provides the CEO, and the Boards, with timely information, interpreted as required with recommendations, to enable the effective financial management of the sport.

## Payroll

- Determines and leads payroll operation (whether outsourced or in-house).
- Stays up to date with employment and payroll legislation ensuring that all systems are current and communicated to the CEO and staff where necessary.

## Reporting

- Management of the financial reporting requirements including Board reporting on monthly P & L, Balance Sheet, and forecasting.
- Annual budget preparation
- Work with the CE and Audit and Risk Committee to provide accurate financial information that is presented in an effective way.
- Provide financial reports, when required, for key stakeholders (including Sport NZ, HPSNZ).
- Provide financial reporting for discipline board meetings as required.
- Continually develop and enhance the internal budget reporting information at all levels through provision of templates and education support to ESNZ personnel.

## Administration

- *Insurance*
  - Proactively procures the best insurance cover for the organisation and its sports and its members.
  - Provides advice and information for all parties covered by ESNZ insurance, assisting with claim applications and support.
- *Tax*
  - Liaise with and prepare all IRD reporting and necessary returns including GST, Kiwisaver, FBT and employee requirements as necessary.

## Key functions continued...

### Administration (continued)

- *Grants*
  - Oversees and maintains a register of applications to external organisations, especially gaming trusts, ensuring compliance with requirements.
  - Maintains a reconciliation of funding and grants for reporting purposes.
  - Reports to external funders as per the terms of those investment agreements including Sport NZ, HPSNZ, NZOC and the Halberg Disability Sport Foundation.
  - Takes a lead role in ensuring that all ESNZ (and entity) gaming trust audits are completed in a timely and accurate fashion.

### Compliance

- Responsibility for ensuring compliance with financial reporting, accounting standards and other legal requirements, including audit and tax.

### IT

- Leads the organisations ongoing development of IT requirements in conjunction with SLT.

### Health & Safety

- Leads the organisation in the development and ongoing improvement of the ESNZ Health and safety system. This includes work with the two National Equestrian Centers.

### Other

- Other tasks as required to meet ESNZ objectives.

## Key Relationships

- External
  - Auditors & Accountants
  - Service Providers and Suppliers
  - Sport NZ
  - High Performance Sport NZ
  - Halberg Disability Sport Foundation
  - Funding and Sponsorship providers inc Gaming Trusts
- Internal
  - CEO
  - Chair, ESNZ Audit, Finance & Risk Committee
  - ESNZ and Discipline Boards,
  - Sport Managers
  - ESNZ Staff including HP staff (one direct report)

## Hours of Work

This is a permanent Full Time position (40 hours / week). Due to the nature of the role and the sport industry, some evening and weekend work will be required to attend meetings and events.

## Location and Travel

The ESNZ office is located in Panama House, Wellington. Candidates from other locations within New Zealand will be considered noting travel to the Wellington office will be required from time to time. Please specify your location preference(s) in the Application Form.

The nature of the position may require occasional domestic travel to attend scheduled meetings and events.

## Remuneration Guide

A market competitive remuneration package will be available to the successful candidate, negotiable depending upon skill level and experiences. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

Candidates are invited to call Sportspeople Recruitment to discuss salary before applying if that will be helpful in your decision making.





# Selection Criteria

In addition to demonstrating **relevant experience across the core functional areas of responsibility identified in this Position Overview**, candidates applying for this role will require a range of personal and professional skills, including:

- CA with experience in accounting system changes.
- A background in technology is an advantage
- Proven ability to think strategically about the whole of the business
- Proven ability to interpret financial information and communicate effectively with stakeholders
- Self-motivated and driven to find and fix issues including raising awareness and challenging others where necessary
- Solution oriented
- Can build rapport with diverse stakeholders and build successful working relationships
- Willingness to work independently and take ownership
- Sound business judgment and decision-making capability
- Takes an interest in self- development and awareness of best practice
- Willingness to share and connect with others in the sector
- A thorough understanding of principles of professional integrity, behavioral and etiquette
- Excellent presentation, communication and writing skills
- Ability to effectively communicate financial policies and procedures to personnel
- Establishes and maintains effective relationships. Proven experience of working with a diverse range of stakeholders

- Calm, confident, decisive, and objective
- Energetic, highly motivated, enthusiastic and considerate
- Understands and can work in a team environment contributing to a great team culture
- Proven ability to be innovative and to think creatively
- Copes well with continual change and tight deadlines

## Experience & Qualifications

- Qualified Accountant (CA desirable)
- Knowledge of not-for-profit financial reporting standards (desirable)
- Proven experience and success at a management level with 5 years' experience
- Good working knowledge of not-for-profit organisations
- Experience with Moneyworks would be valuable
- Advanced excel skills essential
- Experience in training and developing staff desirable

## Residency and Immigration

Candidates must be a New Zealand Citizen or resident with a legal right to reside and work in New Zealand in order to be considered for this position.



## Please apply now to avoid missing out!

Please note Sportspeople Recruitment will commence screening and interviewing for this role immediately.

**If you are intending to apply, please do so now. We reserve the right to close the role early if sufficient merit applications are received.**

**Applications Close:** 5pm Friday 30 June, 2023

Candidates must complete and submit the **COMPULSORY Sportspeople Recruitment Application Form** at the time of applying. The form is available as a download at the Sportspeople Recruitment website listing for this role and contains questions against which we require your specific response prior to considering your application.

Sportspeople Recruitment prefers a 1-2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

## Apply to

Your application should be sent electronically via the "apply now" link at the advertisement via [sportspeoplerecruitment.com/jobs](https://sportspeoplerecruitment.com/jobs)

## Enquiries

In the first instance general enquiries should be directed to Karen Good on +64 21 231 9602 or FREECALL NZ 0800 634 388 or +61 2 9555 5000 or via [admin@sportspeoplerecruitment.com](mailto:admin@sportspeoplerecruitment.com).

## About Sportspeople Recruitment

The General Manager Finance and Operations, Equestrian Sports New Zealand search and recruitment process is being managed exclusively by **Sportspeople Recruitment**.

Sportspeople Recruitment is a leading executive search and recruitment firm servicing sport business. Celebrating 27 years in 2023 our curated Talent Network has been developed as a result of successfully filling thousands of roles across the A-Z of sport business employers. We offer the most experienced Consultant team in the market available to assist with executive search, general recruitment, hiring strategy, remuneration planning and executive/Board advice.

We are delighted to have been appointed by Equestrian Sports New Zealand as the exclusive search partner for the General Manager Finance and Operations position.

## Merit Recruitment

Don't meet every single requirement? Studies have shown women and minority groups are less likely to apply for jobs unless they meet every single qualification. **Sportspeople Recruitment has a reputation as a leader in merit recruitment.** Everything we do has a focus on presenting the best candidates to our client Employer whilst maintaining a commitment to do what we can to address the imbalance of under-represented groups in leadership positions.

If you believe you have what it takes to perform this job but don't tick off every single qualification and experience we've listed, we encourage you to focus on the strengths, experience, qualifications and soft-skills you do have as the reasons you should apply. Believe in yourself and if still in doubt call our Consultant for a quick chat or simply apply. Without an application we can't consider you and we'll never consider your application a waste of our time.







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