

**APPENDIX ONE:**  
Position Description



POSITION TITLE:	Head of Financial Planning and Analysis
LOCATION:	Head Office, Tauranga
PEOPLE LEADER:	Chief Financial Officer
TEAM:	Finance

At Craigs (CIP) we are focused on helping our clients to achieve their financial goals and grow their wealth. We believe that where a client's financial future is concerned, our people are fundamental to achieving this. Our collective skills, knowledge and commitment means that we can provide the best possible outcomes for our clients.

The Head of Financial Planning & Analysis (Head of FP&A) is a key leadership role within the Chief Financial Officer (CFO) function based at Head Office in Tauranga. It has overall responsibility for budgeting, forecasting, reporting, analysis and insights for the Craigs group of entities. Reporting to the CFO, this role will play a critical role in partnering with the business to ensure the Executive team and other leaders have the necessary information to make informed decisions.

This role works closely with stakeholders across the business with a core responsibility to drive continuous improvement by initiating change and business process improvement to streamline processes and improve efficiency, scalability, risk and controls.

## WHAT I DO

### FINANCIAL PLANNING AND ANALYSIS

- Streamline and oversee financial reports, including best in class board reporting.
- Lead the preparation and presentation of the annual budget.
- Design and implement multi-year financial forecasting.
- Develop robust and accurate financial models.
- Oversee and manage the financial planning and analysis team.
- Partner with the business to provide strategic financial support to pricing analysis, profitability optimisation, to drive business performance and growth opportunities.
- Lead financial planning and analysis for individual business units and the company.
- Deliver commercial expertise, data and insights to the Craigs leadership team and CFO.
- Drive continuous improvement initiatives.
- Ad hoc and structured reporting to the business as required.

### LEADERSHIP AND PEOPLE MANAGEMENT

- Leadership, development, and communication of vision and objectives for all team members.
- Provide guidance (technical and general), coaching and feedback for team members, assisting with problems or issues with clients, staff, external parties to ensure a client focused approach.
- Develop and support a positive team culture, fostering principles of excellence with engaged employees.

- Ensure clear processes, role and responsibilities are in place for all team members, prioritising work when requires and balancing the allocation of resources between proactive and reactive tasks.
- Oversee the recruitment and retention of key talent within the team, developing succession plans to proactively manage succession and key person risks.
- Undertake capacity planning, ensuring resourcing requirements meet the need of the teams and the business.
- Manage performance and conduct issues in accordance with company policy, including disciplinary processes if required.
- Assist with staff remuneration review, making recommendations to management on team members' remuneration.
- As a senior leader, I demonstrate the Craigs' values everyday in my engagement with other employees and external parties, and encourage, support and enable other employees to do too.

## RELATIONSHIPS

- Foster meaningful working relationships with other department heads and managers.
- Respond and interact with all internal business units to encourage a free exchange of ideas.

## GENERAL DUTIES AND RESPONSIBILITIES

- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification or disclosure.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- Any other tasks as requested by your manager.

## WHAT I VALUE

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### Our Values



**We are stronger together**



**We strive for excellence**



**We put people first**



**We do what's right**

At Craigs, we pride ourselves on creating an environment where our people feel they belong and can bring their best self to work and feel valued. We grow as a team and with our clients and are always looking to support our communities – both internal and external. Our values build the foundation of how we work and how we provide great outcomes for our people and our clients.

## WHAT I BRING

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Qualifications	<ul style="list-style-type: none"> <li>• Tertiary qualification in a finance or business-related discipline</li> <li>• Chartered Accountant (CA) membership with CAANZ</li> </ul>
Knowledge/Experience	<ul style="list-style-type: none"> <li>• Previous experience in a Financial Planning and Analysis leadership role, or Head of Finance position in a medium-large size company</li> <li>• Previous experience in a financial services business</li> <li>• Previous team leadership experience</li> <li>• Previous experience managing forecasting, financial planning and budget processes at a company level</li> </ul>
Key Skills and Attributes	<ul style="list-style-type: none"> <li>• Strong financial planning and analysis skills</li> <li>• Effective team management and leadership skills</li> <li>• High-level communication skills, particularly the ability to communicate complex numerical and financial information in a simple and easy to understand way</li> <li>• Report writing skills suitable for report submission to CEO and Board level</li> <li>• Excellent time management and organisational skills</li> <li>• Ability to communicate with staff at all levels of the organisation</li> <li>• High level of accuracy and attention to detail</li> <li>• Proficient Microsoft Excel user</li> <li>• Self-starter with the ability to show initiative</li> </ul>

## NZX RULES REFERENCED WITH LEGISLATION AND POLICY

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The NZX Participant Rules can be found electronically at the following address -

<https://www.nzx.com/regulation/nzx-rules-guidance/participant-guidance>

CIP policies can be found on the Staff Intranet.