

Chief Financial and Operations Officer

Kaupapa | Purpose

As part of the Executive Leadership Team, the Chief Financial and Operations Officer (CFOO) will assume a strategic role within Wintec. The CFOO will bring a business partnering approach to the Executive team, ensuring the business is optimising commercial results, identifying best opportunities for growth, and serving as the principal financial spokesperson for the company, ensuring clear communication with stakeholders and upholding statutory and legislative compliance.

The role leads strategic planning, operational management, and performance management, with a focus on efficiency and productivity for Finance, Property & Facilities, Legal, Venues and Digital (Operations Teams). Ensuring strong commercial discipline in decisions and operations, strong financial health, and setting a rigorous capital deployment plan.

Reports to: Operations Lead

Team: Wintec

Remuneration: \$200,000 - \$230,000 total remuneration excluding KiwiSaver

Date: 25 June 2025

Ngā mahi | Do

Leadership

- Lead the Operations Teams to enable Wintec is meeting its strategic objectives, achieving organisational effectiveness and efficiencies.

- Providing mentorship and professional development opportunities for team members.
- Promote teamwork and inter-department co-operation and knowledge sharing with the wider Wintec business.

Financial Sustainability

- Leverage financial thought leadership to generate innovative ideas that transform the organisation and provide advice that supports executive decision-making, including:
 - Financial and organisational sustainability.
 - Treasury management.
 - Capital assets management.
 - Investment prioritisation including advice on business cases and 10-year Capital Intention Planning.
 - Advice on financial issues (e.g. efficiency reviews, value-for-money assessments).
- Build and deliver financial metrics and commercial insights to enable Wintec Executive Leadership Team and Senior Leadership Team to make informed decisions reflective of good business operations along side the strategic objectives of Wintec.
- Lead the adoption of good practice including:
 - Budgeting, reporting and forecasting.
 - Audit and Risk.
 - Procurement practices and procedures.
 - Monthly and Statutory reporting, including liaising with the external auditors.
 - Delegations and sensitive expenditure.

Overseeing Operations

- Managing day-to-day operations, ensuring efficiency and productivity across the Operations Teams.
- Lead the coordination of process improvement initiatives across the Operations Teams to identify work programme priorities and lead team goal setting, to improve operational efficiency and effectiveness, and enable costs savings across the organisation.

- Managing resources, including staff, technology, and financial budgets, to optimise operational efficiency.
- Ensure compliance with legislation and standards, ensuring monitoring of relevant legislative changes and emerging skills and technologies relevant to Wintec's strategy and strategic development.
- Monitoring key performance indicators (KPIs), setting benchmarks, and driving continuous improvement.
- Support commercial negotiations with specialist providers and partner with leaders to drive revenue and operational opportunities.

Strategic Planning

- Collaborating with the Executive Leadership Team to develop and implement business strategies, planning and policies.

Risk Management

- Implement frameworks, policies and standards to safeguard the organisation from financial and operational risks and lead the adoption of good practice.
- Monitor and report on financial and Operations Teams risks.

Health and Safety (H&S)

- Health and safety management accountabilities are understood and applied for individual and staff H&S outcome and objectives.
- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge.
- Significant hazards are eliminated, isolated and/or risk minimised.
- Staff in the area of responsibility are involved in the hazard management.

Wintec culture

- Observes Wintec's mission, strategies, priorities and values in all activities.
- Follows all Wintec policies and procedures and legislative obligations.

- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO).
- Demonstrates an understanding of and commitment to Wintec mission, strategies, priorities and values.
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner.
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training.

Other duties

- Performs other duties as may be reasonably required from time to time.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Education/training

- Post graduate level qualification in accounting or a related field or the equivalent body of knowledge gained through experience.
- Membership of CAANZ or equivalent.

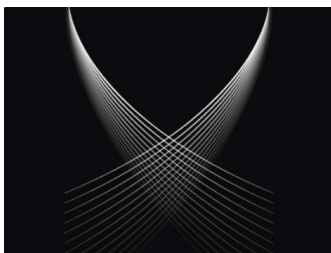
Experience

- Experience in executive leadership positions in large organisations (ideally the Public Sector).
- Strong strategic capability and change management practice, excellent communication skills and proven ability in developing relationships across a business and the ability to influence at executive levels and a diverse range of stakeholders.
- A proven track record in delivering equity and improved outcomes for end users.
- Ability to operate within complex environments, solving problems which required diverse analytical, specialist and creative input.
- Engaging interpersonal skills that builds connections.
- Resilience and confidence as an experience, authentic leader able to navigate complex and challenging times – guiding others.
- Experience in advocating and leading the inclusion and application of te Tiriti O Waitangi practices in a workplace setting as required.
- Demonstrate experience in setting frameworks, policies, standards and leading this from design to implementation in a medium to large organisation.

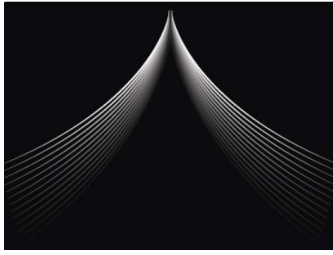
Wintec Values



Manawa nui describes the behaviour of a person or group that embodies manaakitanga (kindness), humility, patience, respect, tolerance and compassion.



Manawa roa describes the behaviour of a person or group that embodies staying power, resilience, fortitude, grit and doing what needs to be done to achieve the collective goal.



Manawa ora describes the behaviour of a person or group that embodies the act of breathing life into all aspects of another life form.

Ngā Hononga Mahi | Working relationships

Internal:

- Executive Leadership Team
- Senior Leadership Team
- Wintec Kaimahi
- Subsidiary Kaimahi – SODA Inc Limited, Learning Works

External:

- Service providers, suppliers and contractors
- External Auditors
- Government agencies

Resource delegations and responsibilities:

Financial: Up to \$XXXXXXX as per the Delegated Authority Policy

People: Full oversight of the Finance, Legal, Digital, Property and Facilities teams