

FINANCE AND RISK LEAD POSITION DESCRIPTION



Position Title: Finance and Risk Lead

Location: Auckland (or Wellington), New Zealand

Reporting to: Strategy & Operations Manager

About Invest New Zealand

Our purpose is to increase the flow of international investment to support New Zealand's long-term economic prosperity. This mandate is applied to securing large scale investments in sectors which have the greatest potential impact on productivity and growth, alongside the effective implementation of the investment component of the Active Investor Plus (AIP) Visa scheme. Invest NZ is an Autonomous Crown Entity with a culture of high-performance and collaboration.

Role Purpose

The Finance and Risk Lead is responsible for the end-to-end delivery of Invest New Zealand's finance function. This includes hands-on execution of daily, monthly, quarterly, and annual accounting tasks; financial reporting; budgeting and forecasting; tax compliance; and financial governance.

The role also manages the relationship with NZTE's outsourced finance services to ensure seamless delivery of payroll, AP/AR processing, and month-end support.

This is a sole-charge finance role with no direct reports. It requires a blend of technical accounting capability, financial leadership, and the ability to operate independently while partnering effectively across the organisation.

Key Responsibilities

Financial Operations (Daily, Weekly, Monthly, Quarterly, Annual)

Deliver all core financial operations, including:

- Review and process daily transactions, journals, adjustments, and coding accuracy.
- Monitor AP/AR activity and ensure correct allocation of costs.
- Prepare and post all month-end journals, including accruals, prepayments, recharges, and manual invoice journals.
- Complete balance sheet reconciliations and ensure all accounts are substantiated.
- Prepare and submit GST returns, including the final year-end return.
- Manage year-end close, including wash-ups, cut-off assessments, and audit-ready reconciliations.

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- Support statutory reporting and preparation of annual financial statements.
- Maintain accurate financial records and ensure compliance with accounting standards and Crown Entity requirements.

Financial Reporting & Insights

- Prepare the monthly reporting pack, including analysis, commentary, and insights for the Chief Executive and leadership team.
- Prepare quarterly financial statements and reporting required for governance and external stakeholders.
- Provide clear, actionable insights on financial performance, risks, and opportunities.
- Ensure the integrity, accuracy, and timeliness of all financial reporting.
- Monitor the maintain the Register of Risks (financial and non-financial) with input from the Executive Leadership Team, and for oversight by the Board

Budgeting, Forecasting & Planning

- Lead the annual budgeting process, working with budget owners to develop accurate and realistic budgets.
- Deliver the mid-year reforecast and any additional forecasting cycles.
- Provide financial modelling and scenario analysis to support strategic and operational decision-making.
- Monitor budget performance and support leaders to manage their financial responsibilities.

Tax Compliance and Controls

- Ensure compliance with GST, withholding tax, and other statutory obligations.
- Maintain strong financial controls, policies, and processes.
- Prepare documentation and support internal and external audits.
- Ensure compliance with Crown entity financial management requirements.

Outsourced Finance Management (NZTE)

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- Manage the relationship with NZTE's finance support team, ensuring high-quality delivery of month-end processing, accounts payable and receivable and payroll
- Ensure seamless coordination between InvestNZ and NZTE to maintain efficient, compliant, and reliable financial operations.

Business Partnering & Leadership

- Act as the organisation's primary financial advisor, supporting leaders to understand budgets, manage costs, and make informed decisions.
- Establish and maintain appropriate risk management and control systems, including Board level reporting of risk management
- Communicate financial information clearly to non-financial audiences.
- Lead improvements to financial systems, fraud prevention, tools, and reporting frameworks.
- Represent the finance function with confidence, credibility, and professionalism.

Success Measures

- End-to-end delivery: All financial operations are completed accurately, on time, and to a high standard.
- Insightful reporting: Leaders receive clear, timely, and meaningful financial insights.
- Strong governance: Financial controls, compliance, risk management, and audit requirements are consistently met.
- Effective outsourced model: NZTE delivers reliable, high-quality support with minimal friction.
- Strategic value: Financial planning and analysis strengthen organisational decision-making.
- Trusted advisor: Recognised as a credible, dependable finance partner across the organisation.

Key Skills & Experience

- Proven experience delivering end-to-end financial operations, including month-end, GST, reconciliations, and year-end processes.
- Strong technical accounting capability and attention to detail.
- Experience in budgeting, forecasting, financial modelling, and financial analysis.

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- Ability to operate independently in a sole-charge finance role.
- Experience working with outsourced or shared-service finance models.
- Strong understanding of financial controls, compliance, and audit requirements.
- Excellent communication skills, with the ability to translate financial information for non-financial audiences.
- High proficiency with financial systems, Excel, and reporting tools.
- Relevant tertiary qualification in accounting, finance, or business.
- CA, CPA, or equivalent professional accreditation is advantageous.