

POSITION DESCRIPTION

Position Title	Finance Business Partner
Business Unit	Corporate Services
Reports to	Group Financial Controller
Position Type	1.0, Permanent
Location	Wellington
Date	July 2025

Purpose

The role of the Finance Business Partner is to work closely with the business across assigned portfolios, developing a deep understanding of the business within a financial context. This role works closely alongside the wider finance function to optimise the financial maturity of New Zealand Rugby.

As NZ Rugby aims for significant financial growth over the next 5-10 years, the Finance Business Partner needs to provide deep financial support to the wider organisation to achieve desired results.

Key Tasks

Management Accounting, Financial Analysis and Reporting

- Support the preparation of NZ Rugby's monthly management financial reports and variance commentaries for reporting directly to the Board and Executive/Management teams.
- Maintain an accurate and up-to-date full year forecast based on known permanent variances to budget across assigned business portfolios.
- Lead and promote financial management and awareness across all business units.
- Interpret and analyse financial information to assist key management with business decision making.
- Support the Finance Manager with continuous improvement to the BI reporting system, including building system reports, license management and training.
- Identification of key financial issues/trends in achieving organisational objectives, including risks on income and costs and reviewing New Zealand Rugby's commercial contract

- Analyse organisational expenses to ensure costs are minimised.
- Prepare organisational long-term financial projections.
- Review and develop reporting with users to improve business decision making
- Annual calculations such as Player Generated Revenue and Player Payment Pool.
- Prepare quarterly financial reporting such as the New Zealand Rugby Players' Association of Player Generated Revenue, payments from the Player Payment Pool, and resulting variation ledger account balance
- Provide support for preparation of RIAC and Board papers as required

Budget management

- Actively supports the annual budget process including assisting Budget Managers with budget preparation, reviewing outputs and providing justification for all expenditure.
- Provide input into organisational identification, management and reporting of all organisational risks.

Business Partnering

- Lead and promote financial management and awareness across all business units. Provide all Budget Managers with advice and guidance on financial matters including:
 - Budgeting;
 - Variance analysis;
 - Commercial contracts;
 - Key projects; and
 - Other financial arrangements.
- Review Commercial viability of new projects and revenue streams
- Assist with various ad-hoc financial projects, taking the wider business on the journey
- Maintain organisational financial understanding and capabilities.
- Lead and promote financial management and awareness across all business units.
- Deep understanding of relevant portfolio including revenues and expenditure
- Provide Budget Managers with advice and guidance on financial matters

Project Accounting

Provide deep financial support and advice to assist with critical major projects including, but not limited to:

- Players' Collective Employment Agreement renegotiation.
- Provincial Union Funding Agreements
- Competitions, Matches and Tournaments

- Broadcast renewals and negotiations

Compliance

- Maintain awareness of any changes in legal or compliance requirements which impact the NZ Rugby.
- Prepare and file Statistics New Zealand surveys on a timely basis.

Efficiency

- Develop and introduce 'best practice' accounting processes for on-going financial effectiveness.
- Leverage off the latest information technology to improve accounting operations and reporting.
- Maintain effective and efficient internal control processes.
- Establish and maintain effective and efficient finance operating structures.
- Promote adoption and enhancement of financial control initiatives across the wider business

Relationship Management

- Manage relationships with various internal and external parties, including NZ Rugby Budget Managers, Executive team, sponsors, Provincial Unions, Super Rugby Clubs and other national rugby unions.

General

- Undertake other tasks as required and works as a member of the team to meet the wider team and organisation objectives.

Health & Safety (for self)

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plan
- Knows what process options are available and contributes to a harm-free workplace culture

Key Relationships

This position reports to:	Group Financial Controller
Other areas/people that report to this position's immediate manager:	<ul style="list-style-type: none">• Senior Financial Accountant• Senior Treasury Accountant• Finance Manager
External Relationships <ul style="list-style-type: none">• Provincial Unions and Super Rugby clubs• World Rugby• Other National Rugby Unions• Community funding agencies• Suppliers• NZR auditor• Sponsors• External auditors• Supplier of NZR's Financial Management Information System	Internal Relationships <ul style="list-style-type: none">• Management and staff• Finance team• Board

Person Specification

Experience

7+ years post Chartered Accountant qualification experience in an advanced accounting role:

- Leading Annual Budget cycles, budget preparation and monitoring
- Proven experience in finance business partnering including strategic financial management and reporting within complex and diverse organisations
- Preparation of monthly management reports and ad-hoc data analysis.
- Project costing;
- Data analysis and ad-hoc reporting;
- Strong computer literacy using Financial Management Information Systems and Microsoft Office Suite (i.e. Excel, Word, Outlook, PowerPoint etc)
- Strong interpersonal skills

Educational and Professional Memberships

- Member of Chartered Accountants Australia and New Zealand or similar professional accounting institute.

Competencies

Behaviour	Everyone	People Leaders
Be Welcoming	<ul style="list-style-type: none">• Respects and values others' styles, opinions, backgrounds and beliefs• Understands the motivations and situation of others• Promotes an inclusive culture welcoming all ages, genders, ethnicities, sexualities, religions or physical abilities	<ul style="list-style-type: none">• Stays connected to the team• Cultivates a team culture by advocating collaboration across teams• Actively seeks others' involvement
Be Our Best	<ul style="list-style-type: none">• Seeks and acts upon feedback to improve performance• Recognises & develops own strengths and work-ons• Shares knowledge and skills• Respects and values the contribution of others• Identifies areas where a difference can be made and adds value• Works to gain trust and respect with all stakeholders• Responds positively to change• Is forward-thinking, always looking striving to improve and be the best• Consistently delivers on time• Puts their hand up when help is required or when it's required by others• Sees opportunities rather than Barriers	<ul style="list-style-type: none">• Ensures the right people are in the right job at the right time• Provides the tools needed for success• Invests in growing our people and supporting their holistic development• Sets attainable challenges & recognises and reinforces development efforts• Shares information and provides effective coaching• Takes the time to understand individual's strengths and where/how they can add value• Engages and utilises people from across NZR in the development and execution of business priorities• Looks long-term, to generate and encourage new ideas• Walks the talk• Ensures the wider team understand how what they do fits with NZR's vision and key strategic challenges

	<ul style="list-style-type: none"> • Speaks up and challenges where there are issues, risk or inefficiencies 	<ul style="list-style-type: none"> • Prioritises the wider team's goals and intentions accordingly
Be Passionate	<ul style="list-style-type: none"> • Demonstrates a can do attitude, always open to opportunities • Pursues everything with energy and drive • Strives to achieve stretch goals • Always an ambassador for NZR and the game • Loves what we do – works here because it's fun and we connect with others • Is a team player, connects with people 	<ul style="list-style-type: none"> • Creates a highly engaged environment and culture • Encourages responsible risk taking where mistakes are owned and learned from • Encourages research and learning in relevant areas of rugby, sports and other business to understand future trends
Play Fair	<ul style="list-style-type: none"> • Is honest and constructive in discussions • Acts for the good of the game and respects its heritage, history and heroes • Is open, supportive and considerate • Actively listens, considers and takes on board other views • Behaves with integrity and is responsible for own behaviour • Looks after others and steps in if something is not right • Fronts when something goes wrong, owns the action and the consequence 	<ul style="list-style-type: none"> • Ensures people know what is expected • Has the team's back • Trusts others to make good and timely decisions • Clearly and consistently communicates with all team members

Authorities / Dimensions of the Position

Budget – Does not control a budget but helps manage organisational budgets.

Contractual – Signs letters and contracts on behalf of the organisation within specified delegated authorities.

Manager Name:

Signature:

Date:

Employee Name:

Signature:

Date: