

To become the best company in the world at delivering critical communications solutions for our customers in the public safety, utilities, and urban transport markets through our commitment to listen, courage to act and integrity to deliver what we promise.



Position Title:	Chief Financial Officer
Functional Group:	Finance
Reports to:	Chief Executive Officer
Date:	July 2021

Background

Tait Communications is a global leader in designing and delivering Critical Communications solutions which are the right fit for a variety of industries including public safety agencies, government services, mining, utilities, and urban transport providers.

While the corporate functions are mainly based in Christchurch, New Zealand, the company prides itself on its international customer base and global support network with regional offices in Brisbane (Australia), London (UK), Vienna, Brazil, Houston (USA), and a network of sales/support offices, dealers, system integrators and consultants across many other parts of the world.

Now entering its sixth decade, the company has single-mindedly pursued the vision of its founder, Sir Angus Tait whose wishes for Tait make up the company purpose: to benefit customers, to benefit employees, to benefit the country and community, to ensure the continuance of these benefits.

Purpose

This role is a trusted advisor who provides advice and support on strategic financial and commercial matters to CEO, Board and Leadership Team.

The CFO helps to ensure global leaders are informed to make insightful decisions that allow Tait to be a fast, agile, change ready company and ultimately enable our Sales organisation's success. They participate in the financial management of Regions and Functions across the business to identify opportunities and maximise profit, frequently coaching regional leaders and advising them on revenue recovery initiatives, cost controlling measures and P&L management.

They are responsible for investment decision making, capital structure management, risk management, business performance management, financial forecasting and reporting, global property.

Functional Outcomes

Member of Executive Team, Wider Leadership Group and Functional Head

- Participate and contribute as member of the Leadership Team.
- Build and maintain effective relationships across all of Tait and key stakeholders.
- Partner closely with Regional leaders to ensure they have robust financial analysis necessary to drive better business performance.
- Lead performance improvement initiatives that are relevant to the financial aspects of predictability and sustainability of current and future performance, e.g.
 - proactive cost/benefit of major capital investments, looking for investment/reinvestment scenarios to maximise use of capital
 - leading commercial managers in the evaluation of effective use of working capital
 - a lead advisor, influencer and reviewer of major change and review initiatives across the Group

- leading a culture of accountability around 'value' and 'return' on both fixed and liquid financial assets.
- Appropriate business performance and financial targets are developed and delegated financial authority structure in place and operating.
- Provide functional leadership for Finance teams.

Commercial Leadership

- Ensure robust and qualitative commercial decisions are made throughout the business and on key strategic projects, including R&D, market development, customer projects and M&A.
- Appraise and advise on to ensure appropriate ROI and project risks.
- Lead acquisitions and divestments projects.

Financial and Management reporting

- Design, develop and implement a financial reporting service for Tait, the Board and leadership team to ensure:
 - accurate, timely and qualitative information to support qualitative and effective decision making;
 - all stakeholders are fully informed of Tait's financial performance, position, and forecasts;
 - budgets are approved by Chief Executive Officer and Board.
- Provide clear insight into Tait's financial position.
- Ensure accurate and effective budgets are created and managed in partnership with each business unit.
- All accounting records and transactions are accurately maintained in a secure, effective, and safe environment using efficient and effective financial systems.
- Provision of information and reporting which meets management requirements.
- Responsibility for financial systems and processes.
- Forecasting systems provide the information and support required for Regional teams to manage their sales targets.

Legal and Regulatory

- Tait complies with all relevant legislation and regulations in all legal entities in countries and regions.
- Ensures the preparation of annual reports and manage engagements with our audit partners.

Treasury & Risk Management

- Manage, monitor, and control the day-to-day cash flows and transactions of Tait to ensure effective recording and accounting of all cash transactions, and effective management of capital structure.
- Develop and maintain a Board-approved treasury policy, monitor, and manage foreign exchange and interest rate risks in accordance with Board policy.
- Manage key funding relationships.
- Promote and develop a risk culture. Ensure the management of risk framework and stakeholder engagement.

Leadership and People

This role will contribute to the development, implementation, and monitoring of Tait's strategy, as a member of the Leadership Team. It will role model Tait's values and provide excellent leadership to the Finance Team. This will require the CFO to:

- contribute constructively and in an informed manner, to the debate and decision making at the Tait Leadership Team. Show commitment, keep others informed, and contribute to the achievement of shared goals
- recruit, develop, retain, and motivate the team towards clearly articulated goals, with clear line of sight to the strategy
- ensure that the Finance Team role-models adherence to Tait's policies and systems, and takes ownership of business development-related policies to ensure they are as relevant and pragmatic as possible
- lead and model an on-going commitment to 'better than before' as a performance standard
- develop the team's capability to ensure that they can build constructive, credible, and valued relationships with customers and business leaders.

Personal Specifications

- Proven experience in a similar CFO role, preferably as a regional CFO in an IT services company.
- Experience with operating units in international regulatory and market settings.
- Has successfully led change and is experienced in a turnaround situation.
- Outstanding business and commercial acumen, working with customers to craft value offerings which include innovative deal structures as a point of differentiation.
- Experience in strategic business and financial planning.
- Proven business partner to stakeholder group e.g. Shareholders, Board, CEO, Leadership Team and key funding partners.
- High professional integrity, pragmatic and passionate about making a difference.
- Highly collaborative, team player who works with the business to facilitate an agile, change ready organisation.

Relevant Competencies

Planning

- Plans approach and systematically implements process.
- On a daily basis, priorities are clearly in line with the overall plan.
- Prepares in advance and produces schedules which ensure the maximum use of time.
- Accurately forecasts future activity and opportunities.
- Follows through to ensure things are completed.

Process Improvement

- Continually monitors and reviews efficiency of business processes in own area.
- Identifies any problems and proposes workable solutions.

Interpersonal Skills

- Able to establish and maintain rapport with individuals and team.
- Adaptable and receptive to new ideas.
- Willing and able to adjust to changing demands and circumstances.
- Remains calm, objective, and in control in stressful situations.
- Maintains stable performance under pressure.

- Accepts criticism without becoming over defensive.

Leadership

- Actively uses and promotes the use of Tait values and competencies.
- Outwardly promotes and supports corporate policies, procedures and decisions, suppressing personal views publicly in order to ensure a unified company view.
- Co-operates and works well with other managers across functions in the pursuit of team goals.
- Participates in company and community events.

Team Leadership

- Brings conflict into the open, talking to those involved, and bringing them together to get resolution.
- Canvasses people's opinions.
- Walks around and uses informal opportunities to catch-up with people.
- Creates a team atmosphere through defining values and ground rules, having regular team meetings and providing a clear sense of purpose amongst team members.
- Gains co-operation and buy-in from team members.
- Issues challenges to the team.
- Celebrates success when milestones are reached.
- Tailors leadership approach to the situation, task and people involved.

Decision Making

- Communicates decision-making process to be used.
- Bases decisions on a sound understanding of the issues, making decisions in a timely and effective manner.
- Considers and addresses the critical issues.
- Assesses the feasibility and risk associated with various options and seeks to maximize profitability.
- Makes trade-offs.
- Will listen to other people's views but prepared to make the final decision when necessary.

Problem Solving

- Articulates the question or problem statement so others can action.
- Uses past experience to solve problems.
- Searches for relevant information, questioning people about problems.
- Investigates issues to establish the cause, using observation and structured techniques.
- Presents a range of solutions and evaluates alternatives.
- Takes time out to think about problems and possible solutions and is open to suggestions from others for new ways of doing and looking at things.

Communicating

- Uses communication approaches that are effective, appropriate and influence others.
- Displays excellent listening skills with staff, customers, and others.

Gathers the Facts

- Clarifies (internal and external) customers' objectives, ensuring that any action is based on a thorough understanding of their needs.
- Gathers relevant information to assist in the development of customers' businesses.
- Is aware of how information may be useful to other people within Tait and takes time to feed it back.
- Seeks clarification where things are not clear.
- Uses networks to gather information.

Written Communication

- Thinks about the audience and what information they need.
- Conveys a clear message through the accurate use of grammar and spelling.
- Maintains accurate records of issues and progress.
- Uses templates and other resources.
- Methodically lays out all the steps and information required.

Self-Development

- Demonstrates ability to be self-directed and motivated.
- Takes responsibility for own development.
- Actively pursues learning and career development opportunities.
- Seeks out and acts upon feedback on own performance.
- Has a stable temperament and never allows work to get on top of their performance.

Quality Accountability

- Authorised to take suitable action to prevent quality problems within your own work area and that of staff within your team.
- Responsible for checking your own work and reporting quality problems that come to your notice, both within your job area or companywide.
- You are encouraged to suggest ways and to help implement improvements to the systems, particularly those processes in which you are directly involved.

Occupational Safety and Health

The Health and Safety at Work Act 2015 places the onus of responsibility for health and safety on workers as much as the PCBU. It is imperative all workers actively participate in managing risks and hazards, reporting accidents, incidents and near accidents, and avoiding any action which may cause harm to themselves or others. This includes:

- working in a safe manner to protect themselves, their fellow workers and all plant, property and equipment
- only operating equipment for which they have been trained and/or instructed in and hold appropriate authorisations for, or with specific supervision
- cooperating with all displayed rules, safety regulations, instructions, policies and procedures
- keeping their work area or equipment clean and tidy and maintaining a high level of housekeeping
- wearing appropriate personal protective equipment
- ensuring no acts or omissions while at work causes harm to themselves or any other person

- being familiar with all emergency equipment in the work area and all work-site emergency procedures
- not wilfully interfering with or misusing items or facilities provided in the interest of safety
- reporting all workplace illnesses, injuries and incidents as soon as possible using the reporting form and taking all reasonable action to eliminate their recurrence
- reporting any hazardous condition, situation, or event.

Confidentiality of Information

During and after your period of employment, you have an obligation to not disclose Tait technological or business information to any persons or organisations if it is not directly relevant to the tasks you are performing for Tait. If you are ever in doubt about any confidentiality issue, first get permission from your manager before you act.

You are also obliged to not use or allow the use of Tait proprietary information in original or adapted form for work in a field that competes with or prejudices the interests of Tait.

Tait retains the rights to the intellectual property that you develop.

Non-Limitation Clause

This job description is not intended to be a complete or limiting description of the functions that the employee may reasonably be requested to undertake.
