

POSITION DESCRIPTION

Position Title:	Chief Financial Officer
Reporting To:	Chief Executive Officer
Group:	Corporate
Location:	Lincoln
Status:	Permanent Full-time
Date:	July 2021
Purpose of Position:	This role is part of the Management team, will interface regularly with the CEO and Board, and will provide commercial insights across the company. The role is responsible for financial and statutory reporting, leading the Accounts team, cash-flow management and providing accounting services.

Company Information

Lincoln Agritech Limited (LAL) is a leading edge research and development company with a track record for applying new and innovative engineering and science technologies to support agriculture, industry and the environment.

Sensing and Biotechnologies. Providing agricultural and industrial clients with: 1) smart sensing technologies that reduce costs, realise new revenue streams and improve decision-making - includes capability in machine vision and electromagnetics; and 2) microbial biotechnologies for biocontrol to manage disease and to enhance plant growth systems.

Environmental Research. Supplying tools that enable regional and central government, as well as water users, to manage groundwater quality and quantity, nitrogen impacts and water allocation to enable a sustainable future for New Zealand's water resource.

Precision Agriculture. Providing technologies and advice to enable efficient agricultural and horticultural production systems. Precision Ag is an agricultural management concept based on observing and responding to inter and intra-field variation. Applying inputs at the right time, in the right place in the right amounts.

IRRICAD™ and Software. Designed by Lincoln Agritech, IRRICAD™, is a world leading computer software for designing pressurised irrigation systems. It is available in eight languages and has been exported globally since 1988. Our software consulting team have expertise in processing complex data to create simple visualisation tools and interactive dashboards.

New Materials. Creating new revenue opportunities for New Zealand's primary sector and developing new functionalised high value materials for the coarse wool industry.

LAL is a 100% subsidiary of Lincoln University and are based on campus at Lincoln University, 20 km west of Christchurch, New Zealand. The North Island office is located on the Ruakura Research Campus in Hamilton, New Zealand.

POSITION DESCRIPTION

Key Responsibilities

Financial and Statutory Reporting

- Manage the monthly, and annual financial and statutory reporting processes for the Company, ensuring compliance with applicable accounting standards, and that timely and accurate information is available for decision making.
- Manage the annual audit process including preparation of annual accounts and liaison with auditors.

Planning, Budgets & Forecasts

- Contribute to and lead the financial components of the 5 Year Strategic Plan, Statement of Corporate Intent and Annual Report.
- Provide strategic advice to the CEO and management team on company, subsidiary and associate matters.
- Manage the annual budget process.
- Manage the balance sheet and cash-flow budgeting and forecasting process for the Company ensuring valid forecasts are produced in a timely manner.
- Assist business units with financial planning aspects of business plans, including strategic initiatives and potential spin out companies.
- Ensure finance policies and procedures for key areas are well documented and processes in place to ensure these are maintained and updated as necessary. Ensure compliance with company policies and procedures.
- Ensure company records are maintained in accordance with company policy and any legislative requirements.
- Identify opportunities for process and system improvement and liaise with others to implement solutions.
- Keep up to date and communicate on key emerging trends as required.
- Project leadership or membership as required.

Accounting Services

- Provide technical accounting advice and support to the CEO and budget managers.
- Provide assistance to business units on financial modelling of new developments and business plans.
- Actively coach and up-skill staff on financial matters.

Capex

- Manage the capital expenditure budget preparation process, evaluate and assist with the preparation of proposals.
- Ensure capital purchases are made in accordance with Company policies and procedures.

Property Management

- Manage space allocation.
- Arrange and supervise maintenance.
- Manage building improvement projects.
- Act as contact point between the Landlord and LAL.
- Manage sub-leases.

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General

- Manage the Company's cash-flow to maximise the interest income.
- Contribute in finance and company-wide projects.
- Monitor the performance of any joint venture entities.
- Assist the CEO and Business Development Manager to understand the financial implications of licensing and commercialisation deals.
- Manage the insurance renewal and claims via Lincoln University.
- Act as a company payment signatory.
- To act as Company Secretary where that duty is required.
- The provision of input into the review of legal contracts.
- Develop and maintain relationships to support the achievement of the company and project objectives as required.
- Participate in project management processes and contribute to process improvement.
- Active and visible contributor to the Group Management team.

Team Management

- Provide advice and support to the team.
- Develop and manage the team on a day to day basis.
- Establish team goals, objectives and operating procedures consistent with the Company Strategic Plan.

Health and Safety (H&S)

- Comply with all Lincoln Agritech Limited and Lincoln University health and safety policies and procedures.
- Report any identified hazard, and all workplace injuries and incidents in a timely manner.
- All legislative requirements in respect of workplace health and safety are complied with.
- Protective clothing/apparatus are used where appropriate.

Treaty of Waitangi

- Support Lincoln Agritech Limited to meet its obligations under the Treaty of Waitangi.
- Demonstrate, and encourages others to demonstrate, support for the company's commitment to the Treaty of Waitangi.

Other Duties as Required

- Perform other reasonable duties as agreed and requested.
- Provide services to an agreed standard.
- Comply with all LAL and Lincoln University policies and procedures.

Authorities

This position is responsible for the supervision of three staff. This position has a delegated authority of \$50,000 of OPEX, as per the delegated authority policy.

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Key Relationships

The appointee is expected to establish effective working relationships with:

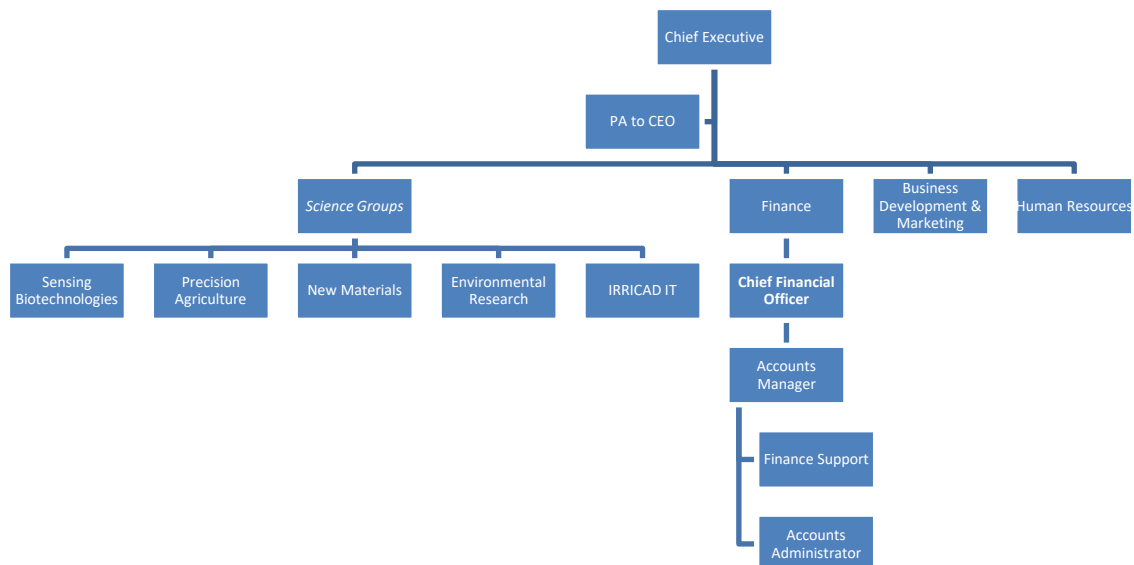
Internal

- Staff within the Finance / Corporate Group
- The Management Team
- Budget Managers
- The wider Lincoln Agritech team
- Lincoln University Finance Team
- Lincoln University Facilities Management Team
- The Board of Directors
- Other staff at Lincoln University, as required

External

- Business Consultants
- Accounting, Tax and Legal Advisors, Auditors, Inland Revenue Department, Banks
- Contractors and sub-contractors
- Professional bodies

Organisational Context



Key Capabilities

Qualification

- A relevant tertiary qualification in Commerce or Accounting.
- Member of Chartered Accountants Australia / NZ or equivalent.
- The ability to legally work in New Zealand.

Experience

- Proven and applicable experience in a similar role.
- Experienced in leading and managing an Accounts team.
- Understanding of the science and research industry, desirable.

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Technical Skills

- Strong commercial understanding and business acumen.
- Relevant accounting experience.
- Advanced excel, data extraction and financial modelling skills.
- Experienced in using computer accounting systems to their best advantage and ability to quickly assimilate new systems and processes.
- Excellent understanding of accounting laws and standards.

Personal Attributes

- Good levels of emotional intelligence.
- Sound attention to detail.
- Acts with integrity and honesty at all times.
- Strong decision making ability.
- Good relationship and networking skills.
- Excellent oral, written and presentation communication skills.
- Ability to prioritise and manage conflicting demands.

Key Competencies

Collaboration

- Identify and address issues impacting on team harmony and collaborative working.
- Facilitate and cooperate within the team and wider company.
- Encourage the open exchange of information and consult actively with others.
- Demonstrate open and honest communication across the company.
- Resolve complex issues by achieving common understanding on diverging interests.
- Manage team meetings, creating opportunity for contribution by all members.

Drive for Results

- Hold self and others accountable for delivering tasks and objectives to the agreed timescales and standards.
- Translate strategy and broader business goals into tangible team plans and actions.
- Enable others to take the initiative to avoid unnecessarily escalating issues upward.
- Role-model passion and drive to achieve business goals.
- Anticipate barriers to goal achievement and develop contingency plans and strategies to avoid or overcome them.
- Take responsibility for achieving team goals and objectives.

Innovation and Change

- Use new ideas to re-engineer work processes making changes in how resources are allocated within the business.
- Improve efficiency and productivity at a team level.
- Coach others to be flexible, adapting behaviour to various situations, managing resistance to change in others.
- Modify team goals and objectives when faced with changing business needs.

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Customer-Centric

- Identify and overcome obstacles and barriers to effective service delivery.
- Anticipate and identify where issues may arise and take action to prevent them.
- Operate as a trusted advisor, working on a long-term perspective meeting their needs in line with business priorities.
- Ensure service delivery is aligned with the company's strategic priorities.
- Listen or anticipate and understand how others may feel about a particular situation or issue.

Communication

- Produce written communications and documents at a high level, that are very well structured and logical in flow.
- Speak with confidence and enthusiasm to both individuals and groups, holding the attention of diverse audiences.
- Communicate complex messages easily and in a manner that is easily understandable.
- Use a range of influencing strategies to gain the commitment and buy-in of others.
- Listen to others, using pauses and reflection to check for understanding and encouraging two-way dialogue.

Decision Making

- Assimilate information from different sources.
- Analyse complex information in a systematic and structured manner, identifying trends and patterns.
- Identify causal relationships in problems and looking beyond the immediate issue or symptom of the problem.
- Take ownership and accountability for company decisions.
- Analyse problems from a strategic perspective, considering the whole system rather than only the immediate problem.
- Obtain the views and opinions of others before making decisions on complex problems.
- Produce logical and well-reasoned solutions to complex business problems, considering the practicality of implementing such solutions.

Leading People

- Provide the team with clear direction and objectives, linked to the company's vision and strategy.
- Use management information and performance data to identify and address systemic problems or performance issues.
- Enable and empower team members, avoiding interfering or micro-managing.
- Establish systems and tools for motivating and inspiring the team.
- Develop a culture of open feedback and continuous learning.
- Invest time and effort to develop others through coaching and learning interventions.

Vision and Strategy

- Create and communicate an inspiring, meaningful vision.
- Develop and communicate a clear company and team strategy.
- Align the team to the company vision and strategy.
- Carry out resource planning, considering long-term company requirements.

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Business Acumen

- Keep up to date with local and global developments within the industry and sector.
- Understand the company's strengths and weaknesses.
- Use financial and economic information to monitor company performance.