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## POSITION DESCRIPTION

**Position Title: Group Financial Controller**

**Location: Te Puke**

**Reports to: Chief Financial Officer ["CFO"]**

**Position Purpose:**

This role is an integral member of Seeka's Finance Team, reporting to the Chief Financial Officer ["CFO"]. The role of the Group Financial Controller is to ensure that Seeka operates the highest standard of financial reporting, analysis and transaction processing, and maintains robust accounting systems, processes, and internal controls. The role supports the CFO to ensure that Board processes, compliance with regulation and NZX rules, and financial management exceeds best practice.

The Group Financial Controller is pivotal in preparing the Group's financial reports, the annual financial audit, and assists the CFO to maintain the 5 year financial plan.

The Group Financial Controller is supported by a dedicated team of qualified accountants ensuring that Seeka achieves or exceeds best practice. The Group Financial Controller, with their team, is responsible for setting or recommending key accounting policies and principles to the Audit and Risk Committee and interacting with the external auditors to ensure our policies are appropriate and adhered to.

The Group Financial Controller supports the CFO to maintain the banking relationship, treasury policy, hedging decisions and FX transactions for Seeka.

The Group Financial Controller, with support of the CFO, works closely alongside the Audit and Risk Committee to agree the annual work program, and establishing the timetable and deadlines for reporting to the Audit and Risk Committee.

From time to time, and as required, the Group Financial Controller or other accounting staff, will engage in diligence, integration, or other processes around corporate commercial projects, including acquisitions, divestments, capital projects or lease proposals. Noting that in each case the CFO will remain the gate keeper for ensuring Seeka clearly sets the financial hurdles to ensure such transactions are value accretive.

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## OUR BRAND VALUES

**Our brand values serve as our internal compass at Seeka. The following are Seeka's expectations in relation to our brand values.**

### **01 Founded on Relationships**

Our key brand that Seeka is founded on and bonded by relationships at every level in the Company, with growers, employees, contractors, suppliers and customers and all stakeholders.

### **02 Quality Obsession**

Our total quality mind-set, a non-compromising attitude to achieving the highest quality in all facets of the company, its relationships, service, operations and produce.

### **03 Inspirational People**

Our people and their commitment to our Company is our foundation, they are empowered and accountable and driven to deliver the highest level of performance, thinking and delivering solutions beyond the norm while maintaining safety.

### **04 Growing Futures**

Our sustainable drive to deliver a company and environment for future generations, reflected through our Agile Team advancements.

### **05 Independently Ingenious**

In getting the job done a preparedness to step outside the square to deliver the solution or outcome or efficiency.

### **06 Safety Always**

A safety drive across all activities, all operations and all produce and products.

## GROUP FINANCIAL CONTROLLER ACCOUNTABILITIES:

The Group Financial Controller is a finance team leader responsible for the team performance and the integrity of the accounting processes and systems, and financial reporting for the Group.

The Group Financial Controller reports to and supports the CFO who will own and be accountable for reporting financial and operating results for the Group, and for the overall leadership and development of Seeka's finance team.

In undertaking the role of the Group Financial Controller, you will take a companywide perspective, in systems, reporting and performance and feeding it back to the CFO.

The Group Financial Controller will maintain an open communication line to the CFO, and is expected to present to the Audit and Risk Committee and Board from time to time.

## GROUP FINANCIAL CONTROLLER - KEY RESPONSIBILITIES

### Strategic

- With support of the CFO the Group Financial Controller will work with the Audit and Risk Committee on a strategy and work program to ensure the integrity of reporting and work program to achieve assurance. They will also be responsible for reporting and analysing changes to the financial reporting standards so Seeka can address policy and consequential reporting standards.
- With support of the CFO the Group Financial Controller will deliver insightful analysis that delivers changed operational or management action to deliver improved financial performance.
- Managing the day-to-day banking relationship.

### Financial Management and Reporting

- Assist with the financial budget preparation process that delivers the targets in the 5-year plan.
- Provide timely and accurate financial reports for the group, and assist with a forecast [GAP] and commentary
- Manage day to day Working Capital, and payments and receipts processes
- Manage Tax and Treasury [including interaction with the bank]
- Operate best practice internal controls and transactional surety across the Seeka group payments and payroll functions and all subsidiaries and associates where Seeka undertakes the financial processing.
- Provide innovative analysis that delivers in depth or innovative insight to effect better understanding of the business.
- Manage FX programme, prepare FX reporting, and ensure Seeka's hedging policy is followed.

### Leadership

- Be a finance team leader by coaching, empowering, mentoring and developing others.
- Review team members performance with the CFO.

### Operational and Financial Excellence

- Run a leading-edge team of people who are motivated, empowered and enthusiastic about working for Seeka who operate proper financial transactional processes and delivering exceptional reporting.
- Assist with the preparation of quality budgets and forecasts.
- Prepare quality reports within the required timeframes.
- Prepare and analyse monthly financial reports.
- Prepare Half Year and Audited Annual financial accounts of a high quality as required by a NZX listed entity.
- Able to stand in for the CFO as may be required from time to time.

### Audit and Risk Committee

- Work alongside the CFO to deliver professional, concise, and focussed interaction with the Audit and Risk Committee.

## TECHNICAL KNOWLEDGE & EXPERIENCE REQUIRED

- People Experienced. A cool head when dealing with staff, able to delegate complete and meaningful projects to staff.
- Project Management: Experience in developing, leading and implementing projects, developing budget and managing costs to budget.
- Technical Experience: 6+ years of post-qualification experience in a commercial business environment
- Reporting: Experience producing accurate and concise reports.
- Role specific knowledge: This role needs to be a fantastic people person and communicator. Technically the role requires strong financial experience in a manufacturing or produce environment. The role needs a solid understanding of IFRS being backed up by the Senior Financial Accountant. Experience managing all financial regulatory and compliance activities. Tax understanding across New Zealand and Australia.
- Legislative Knowledge: Understanding of all relevant legislation.
- Health & Safety: Awareness of H&S legislative requirements and a driver of best practice H&S
- Process Implementation: Experience developing and implementing company policies and processes
- Systems proficiency including a high level of skill with current IT systems and tools such as Excel

## PERSONAL ATTRIBUTES

- Leadership/Influencing others: Can articulate a common vision and provide others with a sense of direction. Able to persuade, convince, influence or impress in order to gain support or to have a specific impact on others.
- Problem solving skills: Identifies the root causes and breaks the problem down into the key issues. Grasps new concepts and can see the problem in relation to the bigger picture. Generates multiple explanations and solutions.
- Analytical and conceptual thinking: Able to analyse and synthesise experience, observations and information to evaluate options and identify patterns and future possibilities.
- Flexible/Adaptive/Resilient: Able to shift strategies and accept other viewpoints. Adapts quickly and effectively to changing situations. Able to overcome disappointments and learn from the setbacks to bounce back. Able to adjust to unexpected change.
- Customer focus: Able to set priorities and evaluate options on a business and community basis.
- Confidential Nature: Aware of sensitivities of particular information and is able to remain professional and confidential in all situations
- Organised/time management/prioritisation: Able to take an organised approach to all tasks in order to prioritise them according to the demands of the business
- Decision Making: Ability to make sound, informed decisions quickly and to take ownership of these decisions and their outcomes

**What does success look like:**

- A vibrant financial team, driving financial innovation into Seeka
- An understanding of the financial plan – what are we doing and where we are heading
- Accurate and timely financial reporting and tax compliance across the Seeka Group
- Understanding about the financial vulnerabilities in the financial structure at Seeka and strategy to address.
- Smart, fast, efficient financially savvy
- Exceptional financial accounting skills.
- Clear annual report and financial statements, easy to understand
- Annual tax compliance completed on time

**SIGNED IN AGREEMENT**

By signing this document I have read, and agree to the requirements of the role as outlined in the position description above. I understand that this position description may be reviewed as required and changes any changes considered appropriate, will be done in consultation.

\_\_\_\_\_ Date:

Signed in agreement by the employee

\_\_\_\_\_ Date:

Signed on behalf of Seeka Limited