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DIRECTOR OF FINANCE PROFILE: ROYAL AUCKLAND AND GRANGE GOLF CLUB AUCKLAND, NZ

THE DIRECTOR OF FINANCE OPPORTUNITY AT ROYAL AUCKLAND AND GRANGE GOLF CLUB

The Director of Finance is a senior leadership role responsible for the strategic and day-to-day management of all financial operations at RAGGC. Reporting to the Chief Executive Officer and working closely with the Chair of Finance, the Director of Finance leads the Club's financial planning, reporting, compliance, and cash flow management. This position plays a critical role in long-range financial modelling to support the Club's strategic objectives, helping guide investment and capital planning decisions over a 3-to 5-year horizon. With direct oversight of the accounts receivable and payable functions, the Director of Finance ensures the integrity of financial data, maintains robust internal controls, and leads the budgeting process across both operating and capital areas. The role requires a proactive, detail-oriented individual who can provide sound financial insights to senior leadership while also serving as a visible and approachable point of contact for Members on financial matters.

ABOUT ROYAL AUCKLAND AND GRANGE GOLF CLUB

Royal Auckland and Grange Golf Club is one of the only truly private member clubs in New Zealand and is known within Australia and New Zealand as one of the premier member clubs.

Founded in 1894, the Royal Auckland and Grange Golf Club is the product of a historic merger between the Auckland Golf Club and the Grange Golf Club. Auckland Golf Club, established in 1894, and the Grange Golf Club, founded in 1924, each brought a distinguished legacy to the amalgamation, forming the foundation of what the club represents today.

The merger, officially finalized in 2017, was a strategic move aimed at combining the strengths and traditions of both institutions. This union not only expanded the club's offerings but also created one of the premier golf facilities in the New Zealand golfing community. The Royal Auckland and Grange Golf Club, as it stands today, embodies the harmonious integration of two venerable clubs, combining their histories, courses, and memberships into a unified entity.

In the subsequent years, the club has continued to build upon this legacy, undertaking strategic initiatives such as Subair systems, cart path improvements, and a world-class clubhouse to enhance the golfing experience further. Now, the club seeks a visionary leader to continue enhancing and driving forward this already well-established club.

ROYAL AUCKLAND AND GRANGE GOLF CLUB BY THE NUMBERS

- Annual Turnover: Approximately NZD\$10.5m
- F&B Revenue: Approximately NZD\$1.8m
- Initiation Fees: NZD\$17,016
- Annual dues: Approximately NZD\$5,817
- Number of Members: Approximately 1,948
- Club Software: Lightspeed X Series; Accounting Xero; Safety & Compliance and Assets Obbi
- Direct Reports: Accounts Receivable Administrator & Accounts Payable Administrator
- No. of Staff: Approximately 55 FTE

ROYAL AUCKLAND AND GRANGE GOLF CLUB WEBSITE: www.raggc.com

DIRECTOR OF FINANCE POSITION OVERVIEW

The Director of Operations reports to the Chief Executive and oversees both strategic and day-to-day financial operations of the Club.

Key Responsibilities

Financial Management, Reporting, and Governance

- Prepare and present accurate and timely financial reports, including monthly, biannual, and annual statements.
- Collaborates with Chair of Finance on developing written reports and benchmarked data in line with Club requirements and industry best practices to present to the wider Committee.
- Monthly 1-2-1 meetings with the Chair of Finance and CEO
- Develop the annual operating budget, including monitoring of variances.
- Develop the annual capital spending budget and monitor and report progress against it.
- Provide fortnightly wage forecast updates to department heads to assist with budget management.
- Acts as key contact and authorised signatory for Club bank accounts (including deed variations as a person of influence within the senior management team), member accounting issues, vendor and payable issues, and Club auditors.
- Report and present financial information to the Finance and Main Committee.
- Coordinate and oversee periodic physical inventory counts, investigate variances, and prepare journal entries for inventory adjustments.

Cash Flow and Asset Management

- Accountable for the management of the club's cash flow to ensure liquidity and operational efficiency.
- Oversee the management of the Fixed Asset Register.
- Ensure proper accounting for fixed assets and depreciation.
- Work closely with the Director of Operations on capital replacement planning

Compliance and Internal Controls

- Establish and maintain robust internal controls to safeguard the club's financial resources.
- Ensure compliance with tax regulations, including GST, PAYE, and other statutory requirements.
- Ensure compliance with all financial regulations and reporting standards.
- Coordinate with external auditors for annual audits and address any findings.

Team Leadership and Collaboration

- Lead and mentor the finance team, fostering a culture of accountability and improvement.
- Collaborate with department heads to provide financial guidance and support.

Technology and Systems Management

- Oversee the implementation and maintenance of financial systems and software.
- Ensure the accuracy and security of financial data.
- Identify opportunities to improve financial processes through technology.

CANDIDATE QUALIFICATIONS AND EXPERIENCE

- Experience with long-range planning and financial planning.
- Experience as a Director of Finance and/or Controller
- Strong financial acumen and analytical skills.
- High level of integrity and ethical standards.
- Proficiency in financial software and Microsoft Office applications.
- Strong communication skills, both written and oral, and a proven ability to collaborate with cross-functional teams and work effectively with others.
- Exhibits a positive attitude with members, management, and staff.
- Willing to spend time front facing to be known by the Club Members as the point of contact for financial matters and participate in Club events when requested.
- Evidence of being a team player who actively participates in team-building initiatives to build/maintain a strong culture and camaraderie throughout the Club.

- Demonstrated leadership ability for staff management and planning for staff development.

EDUCATION AND CERTIFICATION

- Bachelor's degree in accounting, Finance, or Business Management (with emphasis on Finance), M.B.A. a plus.
- CPA accreditation a plus, or the equivalent of proven 7+ years progressive experience in a financial management position that demonstrates major functions, responsibilities, and qualifications
- CHAE certification and/or current HFTP involvement is a plus.

SALARY AND BENEFITS

A highly competitive salary and attractive benefits package.

INSTRUCTIONS ON HOW TO APPLY

Please upload your CV and cover letter in that order using the link below. You should have your documents fully prepared to be attached when prompted for them during the online application process. Please be sure your image is not present on your CV or cover letter; that should be used on your LinkedIn Profile.

Prepare a thoughtful cover letter addressed to **Ed Chapman, CEO of Royal Auckland and Grange Golf Club**, and clearly articulate your alignment with this role, why you want to be considered for this position at this stage of your career, and why RAGGC and the Auckland, NZ area will be beneficial to you, your family, your career, and the Club if selected.

You must apply for this role as soon as possible but no later than Friday 11th July 2025. Candidate selections will occur in mid-July, with the first Interviews expected in late July 2025 and the second interviews a short time later.

IMPORTANT: Save your resume and letter in the following manner:

"Last Name, First Name - Resume" &

"Last Name, First Name - Cover Letter – Royal Auckland - DOF"

(These documents should be in Word or PDF format)

Note: Once you complete the application process for this search, you are not able to go back in and add additional documents.

[Click here](#) to upload your resume and cover letter.

If you have any questions, please email Patty Sprankle: patty@kkandw.com or Michael Herd: michael.herd@kkandw.com

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