

Schedule 2 – Job Description



1. Role:

Position: Chief Financial Officer

Job Description No.

Department: Head Office

Reporting to: Chief Executive Officer

Summary:

The Chief Financial Officer (CFO) is a strategic executive and Board-level leader responsible for safeguarding the financial strength, operational efficiency and long-term growth of the Group. As a trusted strategic partner to the Chief Executive Officer and key member of the Executive Leadership Team, the CFO provides financial insight, strategic judgement and governance leadership to support Board and executive decision-making.

Leading corporate and operational Finance across the Group's multi-property hospitality operations, the CFO drives financial discipline, consistency and profitability while balancing immediate operational priorities with long-term investment, liquidity and sustainable growth. The role leads and develops the Finance team, translates financial insight into decisive business action and supports continued investment in our properties and guest experience, while also serving as Director and Company Secretary on the owning company's Boards.

2. Responsibilities:

Principal Responsibilities:

- Direct all corporate and operational Finance functions across the Group and its properties, including accounting, treasury, taxation and financial planning.
- Deliver timely, accurate financial reporting and executive-level analysis to support informed Board and Executive decision-making.
- Work in close strategic partnership with the Chief Executive Officer and collaboratively with the Executive Leadership Team to shape and deliver the Group's strategy, objectives, operational plans and resource priorities, aligned with its Vision, Mission and Values and Board-approved direction.
- Manage banking relationships, financing arrangements, insurance matters and financial risk mitigation strategies.
- Manage annual taxation filings in Fiji and liaise with owning companies in Australia and the United Kingdom on relevant financial and taxation matters.
- Serve as Director and Company Secretary on the owning company's Boards, ensuring effective corporate governance and fulfilment of associated obligations.
- Lead the Finance team through a culture of trust, accountability, teamwork and empowerment, setting clear responsibilities and performance expectations and monitoring standards across the Group.
- Develop Finance capability and succession through coaching, mentoring and targeted development, including initiatives delivered in conjunction with the Group Manager OD & Learning.
- Mentor and support leaders across the business to strengthen financial and business acumen.
- Lead recruitment for Finance leadership and management positions, maintaining awareness of relevant talent within the market and industry.
- Provide visible and accessible leadership, remaining connected to Finance operations, monitoring workplace culture and addressing issues promptly and appropriately.
- Ensure timely, accurate and effective communication across Finance and proactively collaborate across departments to resolve operational challenges.
- Demonstrate and champion our Bula Spirit through interactions with team members, guests and stakeholders, ensuring a strong service focus underpins the Finance function.
- Ensure Finance systems, processes and resources effectively support operational and internal customer needs across the Group, proactively seeking feedback and addressing issues that may impact service delivery.

- Identify and implement opportunities to streamline systems and processes, optimise software functionality and adopt best practice.

Financial Responsibilities and Profitability:

- Lead annual budgeting, monthly forecasts, cash flow management and long-range financial planning across the Group.
- Lead annual budgeting, rolling forecasts, cash flow management and long-range financial planning across the Group.
- Monitor financial performance against approved budgets, forecasts and performance targets, identifying variances, risks and opportunities and ensuring timely corrective action.
- Partner with operational leaders to improve profitability, manage costs and strengthen property-level financial performance.
- Maintain disciplined oversight of profitability, margins, cash flow, liquidity, working capital and balance-sheet performance.
- Support pricing, revenue optimisation and margin improvement initiatives in collaboration with operational and commercial leaders.
- Evaluate capital projects, renovations, expansions and investment opportunities through disciplined financial analysis, including assessment of financial viability and return on investment.
- Maintain disciplined capital allocation and financial stewardship to optimise sustainable returns and support the Group's long-term financial strength.

Compliance, Health and Safety:

- Oversee financial governance, audit, statutory compliance and internal controls across the Group, ensuring effective controls are maintained to safeguard company assets and reduce financial and operational risk.
- Ensure financial policies, procedures and controls are consistently applied across the Group.
- Maintain current knowledge of statutory and legislative requirements relevant to the Group's operations, including health and safety, employment, fire, hazardous materials, financial and environmental requirements.
- Ensure company policies, procedures and operations comply with applicable legislative and statutory requirements.
- Ensure taxation, financial reporting and other statutory obligations are completed accurately and within required timeframes.
- Regularly review and audit Finance operations to monitor compliance, ensuring corrective actions arising from internal and external audits are addressed promptly.
- Ensure required compliance documentation, financial records and supporting evidence are appropriately maintained and securely stored.
- Investigate and appropriately escalate serious breaches of legislative, statutory, company or team member compliance requirements, ensuring appropriate corrective action is taken in accordance with company policy.
- Foster a workplace culture of health and safety awareness, ensuring incidents, accidents and near misses are promptly reported, investigated and documented.
- Maintain current knowledge of emergency response and evacuation requirements relevant to the position and participate in required drills and procedures.

3. Key Performance Indicators:

Strategic Goals Aligned to Group Plan

- Priority Area 1: Be Resilient and Adaptable
- Priority Area 2: Ensure Sustainability
- Priority Area 3: Build Brand Equity
- Priority Area 4: Enhance Guest Experience
- Priority Area 5: Develop and Value Our People
- Priority Area 6: Improve Operational Frameworks
- Priority Area 7: Ensure Compliance

In addition, the following KPIs apply:

- Return on Equity

- GOP and EBIT Margin
- Cost Control and Expense Management
- Cash Flow and Liquidity Strength/Working Capital Efficiency
- Budget and Forecast Accuracy
- Return on Capital and Investment Discipline
- Balance Sheet Management inc. Debtors
- Internal Controls, Compliance and Audit Performance

4. Experience:

Essential Criteria

- Extensive senior financial leadership experience within a complex, multi-site organisation.
- Proven experience directing financial strategy, planning and performance, including budgeting, forecasting, cash flow, liquidity and capital planning.
- Demonstrated experience operating at Board and Executive Leadership level and working in close strategic partnership with the Chief Executive Officer, providing financial insight and advice to support key business and investment decisions.
- Strong experience across financial reporting, treasury, taxation, audit, risk management, internal controls and financial governance.
- Proven accountability for profitability, cost management and financial discipline across multiple operations.
- Demonstrated experience evaluating capital investment and major projects, including financial viability and return on investment.
- Experience managing banking, financing, insurance and key external financial stakeholder relationships.
- Demonstrated experience leading and developing Finance teams and influencing stakeholders across diverse locations.
- Experience with integrated financial management systems and management reporting tools.

Desirable Criteria

- Senior financial leadership experience within hospitality, hotels, resorts or tourism, particularly within a multi-property environment.
- Strong knowledge and practical experience of hospitality accounting and performance management.
- Experience supporting significant renovation, expansion, business improvement or organisational growth.

5. Qualifications:

Essential Criteria

- Bachelor's degree in Accounting, Finance, Business Administration or a related discipline.
- Recognised professional accounting qualification (e.g. CPA, CA, ACCA or equivalent).

Desirable Criteria

- MBA, Master of Finance or other relevant postgraduate qualification.
- Additional professional development or certification in corporate governance, risk management or strategic leadership.

6. Core Competencies:

Business Awareness

- Exceptional strategic thinking, financial acumen and sound business judgement.
- Strong leadership presence with the ability to inspire confidence and reinforce accountability.
- Highly analytical, with the ability to interpret complex financial and business information and translate insight into action.
- Strong negotiation and stakeholder management capability, with the credibility to influence at Board and Executive level.
- Resilient and decisive, with the ability to navigate complexity, risk and competing priorities.
- A disciplined, performance-focused mindset with a strong commitment to results and long-term financial sustainability.

<i>Relationship Management</i>	• Builds trusted relationships with key stakeholders and maintains productive, long-term partnerships. • Provides visible and trusted leadership that sets direction, builds confidence and reinforces accountability across the Group. • Leads and develops high-performing teams, building capability, succession readiness and engagement aligned with current and future business needs. • Works collaboratively across the Executive Leadership Team and wider business, balancing different perspectives and priorities to achieve Group outcomes. • Promotes inclusion, diversity and respectful workplace practices through own leadership and decision-making.
<i>Communication</i>	• Communicates with clarity, confidence and authority, adapting style and messaging for Board, Executive Leadership and operational audiences. • Engages confidently at Board and Executive level, constructively challenging ideas and contributing to informed, high-quality decision-making. • Influences outcomes through credible and tactful communication, balancing challenge, advocacy and collaboration. • Handles complex, sensitive and high-risk matters with professionalism, discretion and emotional intelligence. • Maintains objectivity and composure in difficult conversations, ensuring issues are addressed respectfully and effectively.
<i>Planning & Execution</i>	• Translates Group strategy into clear financial plans, priorities and governance frameworks that enable disciplined execution. • Anticipates financial and business risks, analyses complex issues and makes timely, well-reasoned decisions in ambiguous or high-pressure situations. • Balances short-term operational requirements with long-term strategic and financial priorities, maintaining momentum and focus. • Establishes and maintains effective processes, controls and financial frameworks that promote consistency, efficiency and quality across the Group. • Effectively prioritises resources and competing demands to support delivery of Group objectives.
<i>Results & Quality Focus</i>	• Sets clear performance expectations, monitors outcomes and ensures delivery against agreed objectives, standards and timeframes. • Maintains high standards of financial accuracy, integrity and quality, reinforcing disciplined performance and accountability. • Identifies and drives improvements to systems, processes and ways of working to enhance efficiency, effectiveness and productivity. • Champions continuous improvement, innovation and learning to strengthen financial capability, organisational resilience and long-term performance.
<i>Company Values</i>	• Integrity – Be honest, sincere and have strong moral principles with absolute confidentiality in all actions and dealings • Accountability – Be responsible, reliable and take ownership of your actions • Commitment – Be the best you can be • Teamwork – Be supportive, cooperative and inclusive • Respect – Be humble, take pride and value others

This Job Description sets out the main duties of the post at the date when it was drawn up. Duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence, and all Raffe Hotels & Resorts employees are expected to be flexible in undertaking the duties and responsibilities attached to their role, and may be asked to perform other duties, which reasonably correspond to the general character of their role and level of responsibility.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

[Signature]

[Name]

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