



Job Title: Kaitātari Pūtea / Financial Analyst
Hours: 37.5 hours per week
Department: Finance
Reports to: Kaiwhakahaere Pūtea / Finance Manager

Organisational expectations:

Te Puna Ora O Mātaatua expects all employees to maintain acceptable standards of conduct at all times.

Employees will carry out their duties in a professional manner while observing all codes, legal requirements and policies and procedures of Te Puna Ora O Mātaatua.

Te Poutokomanawa o Te Puna Ora is a framework that underpins everything we do at Te Puna Ora o Mātaatua, and staff are required to have a strong commitment to the principles outlined in the framework.

Flexibility in hours may be required to ensure deadlines are met. The role reports to the Finance Manager but is embedded within Homebase.

Key Responsibilities:

- Monitor and analyse data, including revenue, expenses, and cash flow, and provide insights to support decision-making
- Support financial audits by identifying issues and providing context to scenarios
- Assist with the creation and development of business models to determine the viability of contracts
- Develop Excel and PowerBI-based tools to refine and present key data
- Design Business Intelligence platforms for Homebase
- Develop quarterly budget/forecasts for Homebase, including detailed modelling of each contract
- Ensure accuracy and data integrity of Xero month end profit & loss for all Homebase Cost Centres
- Update CareCall with new rates
- Audit CareCall and DataPay (Support Workers) data for accuracy
- Assist Payroll with queries regarding Support Workers
- Assist in the review and improvement of systems and processes
- Support the Finance and Homebase team as required
- Build relationships with external and internal stakeholders, including Netsoft
- Participate in the organisation's response to severe weather events as able
- Other duties as arise from time to time not specifically addressed, but naturally fit within the role and reasonably requested by the Finance Manager.

Competencies, abilities, and attributes:

- Fundamental accounting knowledge
- Attention to detail and high level of accuracy
- Time management and task prioritisation
- Intermediate to advanced user of Excel
- Experience with Data Integrity
- Ability to apply the principles of Te Ao Māori in a work context
- Strong commitment to the Poutokomanawa o Te Puna
- Understanding of te reo me onā Tikanga Māori.