

**Job Title:** Finance Manager / Kaiwhakahaere Pūtea

**Hours:** 37.5 hours per week

**Department:** Finance

**Reports to:** Chief Financial Officer / Manahautū Pūtea

**Organisational expectations:**

Te Puna Ora O Mātaatua expects all employees to maintain acceptable standards of conduct at all times having regard to the reputation of the Organisation and the welfare of the Clients they serve.

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.

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.

Flexibility in hours may be required to ensure deadlines are met.

**Key Responsibilities:**

* Overseeing the finance function with the support of the CFO for all TPOOM legal entities and other entities that TPOOM holds management service agreements with.
* Be an active and engaged member of the Senior Management team, attending meetings, participating in decision making and leading by example across the wider organisation.
* Ensuring key finance and administrative processes are followed and remain fit for purpose for the Organisation, developing new processes as required with the support and input of the team and the CFO.
* Ensuring the team workflow and tasks are managed to meet required deadlines.
* Manage the month end process to ensure the timely provision of accurate reporting for the organisation, including monthly management accounts for legal entities and divisions, as well as external reporting as required to funders.
* Ensuring all debtor invoicing and recoveries and completed in a timely and accurate manner.
* Oversee the payroll process to ensure all employees and trustees are paid accurately and on time.
* Support the preparation of the annual budgets and regular forecasts across the organisation with guidance and review from the CFO.
* Manage cashflow and communicate issues to the CFO regularly, with specific attention to ensuring that invoicing and payment for services is continuously up to date, and outgoing bills to suppliers are paid in a timely manner to support co-operative relationships.
* Regularly oversee assurance of the finance system by running reporting and undertaking spot checks to ensure that the team are maintaining the system adequately, such as reducing duplicate creditors, ensuring bank account changes have appropriate documentation, the chart of accounts is maintained, and coding is accurate and reflective of what is taking place operationally.
* Reviewing and supporting the preparation of the annual financial statements ready for external audit, including preparing the associated working papers and audit pack for review by the with the CFO.
* Ensure the integrity of financial data by managing the regular completion of reconciliations by the team, reviewing these reconciliations and ensuring reconciling items are resolved within a reasonable period of time.
* Preparing or reviewing various returns and submissions to external agencies such as IRD for approval by the CFO.
* Review payments once prepared and batched by the finance team.
* Support general staff in following key processes such as purchasing etc to ensure that the organisation works within its delegated authority and all expenditure meets the principles within the matua policy.
* Manage the ongoing maintenance of online accounts within the finance team for the organisation especially those that are used to incur expenditure, such as mobile phone, fuel
* Respond to general accounting and invoicing queries through the central finance queries inbox and in person as arises.
* Support and manage the finance team in both completing their tasks accurately and in a timely manner, as well as ensuring they are progressing in their respective roles.
* Other duties as arise from time to time not specifically addressed, but naturally fit within the role.

**Competencies, abilities and attributes:**

* A qualified or part qualified who is intends to become a Chartered Accountant
* Staff management experience
* Experience with using Xero or a similar product
* Excellent analytical skills, an eye for detail and understanding of key business processes.
* Strong understanding of payroll
* Self-motivated and ability to prioritise work
* Ability to work under pressure and ensure deadlines are met
* Ability to engage, develop and maintain relationships with employees and relevant stakeholders of Te Puna Ora o Mātaatua
* Commitment to the Vision and Values of Te Puna Ora o Mātaatua.
* Knowledge of Te Reo me ōna Tikanga Māori.