



# SUPPORT SERVICES

## Finance Officer - Job Description

**Responsible to:** General Manager, Te Whare Mahana Trust (TWM)  
**Broad Objective:** To provide financial support to trust and services including creating budgets, monthly reporting, financial statements, supervise business accounts, billing, fundraising applications and maintaining financial compliance with regulations.

Key Accountabilities	Objectives	Task	Outcome
Organisation	To be committed to Te Tiriti O Waitangi	<ul style="list-style-type: none"> <li>Uphold the organisations vision and Philosophy towards Te Tiriti o Waitangi.</li> <li>Liaise with Iwi as appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate service delivery to Tangata Whaiora</li> <li>Improved bi-cultural practice.</li> </ul>
	To communicate with other staff and community and government agencies as appropriate.	<ul style="list-style-type: none"> <li>Develop a purposeful, respectful, and reciprocal relationship with TWM Managers.</li> <li>Attend weekly SLT meetings</li> <li>Liaison with other community agencies as required, i.e.               <ul style="list-style-type: none"> <li>Grant organisations</li> <li>IRD</li> <li>ACC</li> <li>MOH/DHBs</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>That relevant information is appropriately shared</li> <li>Collaborative working relationships with other agencies are developed within the community.</li> </ul>
	To adhere to TWM policy and procedures	<ul style="list-style-type: none"> <li>Participate in meetings, training, supervision sessions and performance appraisals.</li> <li>Utilise TWM Administration systems appropriately.</li> <li>Electronic and hard copy information is kept current and accurate. Confidentiality is observed.</li> <li>TWM property and resources are treated with responsibility and care</li> </ul>	<ul style="list-style-type: none"> <li>Professional standards, boundaries and development are maintained.</li> <li>The employee works within TWM Policies and Procedures</li> <li>Information is accessible and confidentiality is appropriately maintained.</li> <li>Administrative tasks are completed in a timely fashion and to a professional standard.</li> </ul>
Health & Safety	Contribute to Health & Safety processes in the workplace	<ul style="list-style-type: none"> <li>Report any identified hazards.</li> <li>Take responsibility (as far as is reasonably possible) for personal and professional safety while at work.</li> </ul>	<ul style="list-style-type: none"> <li>Hazards are reported and managed</li> <li>The work environment is safe.</li> <li>Personal/professional safety is maintained.</li> </ul>

Te Whare Mahana Trust	Support Services	Title	Finance Officer	<b>JD003</b>
Date	28/09/2021	Review Date	As Required	Page 1 of 3
Prepared by	Durham Quigley	Authorised By	Durham Quigley	
Name & Location	O:\Human Resources\03. Position Descriptions\Support Services & Management\Finance Officer\JD003 - Finance Officer 280921.docx			

Key Accountabilities	Objectives	Task	Outcome
<b>Finance</b>	Coordinate financial record-keeping and oversee the development of yearly budgets.	<ul style="list-style-type: none"> <li>Annual accounts and audit preparation</li> <li>Annual budgets setting with TWM managers</li> <li>Attendance at monthly Board meetings</li> <li>Preparation &amp; issue of all funding &amp; other invoices to debtors / funders</li> <li>Monthly preparation &amp; issue of Helping Hands invoices</li> <li>Chase up all outstanding debtor payments</li> <li>Overview of fortnightly payroll function</li> <li>Process all creditor payments &amp; staff reimbursements</li> </ul>	<ul style="list-style-type: none"> <li>Annual accounts and audits are accurate and prepared on time</li> <li>Annual budgets are set within time and accurately reflect operating expenses</li> <li>Provide financial clarity for board members</li> <li>All funding &amp; other invoices kept up to date</li> <li>No significant outstanding debtor payments</li> <li>Payroll accurate</li> <li>All payments processed quickly</li> </ul>
	Provide financial guidance and management expertise related to company operations and financial strategy.	<ul style="list-style-type: none"> <li>Daily liaison with managers and staff on requests for information.</li> <li>Quarterly meetings with Finance Board Sub-committee</li> <li>Monthly preparation of management accounts for Board &amp; management</li> <li>Monthly accounts reconciliations</li> </ul>	<ul style="list-style-type: none"> <li>Managers and staff supported in financial requests.</li> <li>Provide financial clarity and accurate monthly accounts for Board members &amp; management</li> <li>Accounts reconciled</li> </ul>
	Supervise investment strategies, direct financial resources, and manage company finance assets.	<ul style="list-style-type: none"> <li>Responsibility for all bank related functions &amp; administration</li> </ul>	<ul style="list-style-type: none"> <li>Manage and administrate all bank related functions.</li> </ul>
	Ensure that accounting, budget and audit controls and systems are in compliance with govt and local rules and regulations.	<ul style="list-style-type: none"> <li>Annual submission of Tier 2 reporting to Charities Commission</li> <li>Quarterly financial report of CMH results to NMDHB</li> <li>Ensure all PAYE &amp; GST returns completed and paid</li> </ul>	<ul style="list-style-type: none"> <li>All annual submission and reporting is on-time and accurate</li> <li>All PAYE &amp; GST returns completed and paid correctly</li> </ul>
<b>Fundraising</b>	Identify fundraising opportunities from grant organisations	<ul style="list-style-type: none"> <li>Create list of possible Grant organisations, application timetable and criteria for applications</li> </ul>	<ul style="list-style-type: none"> <li>All possible Grant organisations, application timetable and criteria for applications is recorded</li> </ul>
	Develop and Submit applications for funding	<ul style="list-style-type: none"> <li>Preparation grant applications (eg Rata Foundation, GB Community trust etc).</li> </ul>	<ul style="list-style-type: none"> <li>Constant grant applications submitted to meet TWM financial needs</li> </ul>
	To communicate with Grant Funders to build reputation as worthwhile funding cause.	<ul style="list-style-type: none"> <li>Develop a purposeful, respectful, and reciprocal relationship with Grant funders</li> </ul>	<ul style="list-style-type: none"> <li>That relevant information is appropriately shared to promote the Organisation</li> </ul>

Te Whare Mahana Trust	Support Services	Title	Finance Officer	<b>JD003</b>
Date	28/09/2021	Review Date	As Required	Page 2 of 3
Prepared by	Durham Quigley	Authorised By	Durham Quigley	
Name & Location	O:\Human Resources\03. Position Descriptions\Support Services & Management\Finance Officer\JD003 - Finance Officer 280921.docx			

## Person Specifications

<p><b>Skills and Abilities</b></p> <p>Communication</p> <p>Supervision</p> <p>Team Work</p> <p>Networking/Relationships</p> <p>Administration</p>	<p>Has excellent communication skills; written and verbal. Able to communicate with people in a way that gains their trust and engagement.</p> <p>Committed to receiving supervision as part of their professional development and best practice.</p> <p>Understand the value, importance and challenges of teamwork.</p> <p>Ability to communicate professionally and liaise with the management team, with colleagues in other areas of TWM, community agencies, external auditor on finance matters. Able to develop and maintain professional relationships.</p> <p>Have a strong level of IT literacy, able to complete required administrative tasks in a timely and professional way.</p>
<p><b>Aptitudes</b></p> <p>Professional</p> <p>Strengths/Solution Focus</p> <p>Flexibility</p> <p>Motivated/Passionate</p>	<p>Trustworthy, honest, efficient, and ethical. Works in a respectful and professional manner with all clients, members of staff, other professionals, and the community.</p> <p>Ability to problem solve through use of strength-based solutions to promote an excellent level of service. Can work typically under tight deadlines. Can work closely with senior managers. Ability to accept sole responsibility for the accounting function.</p> <p>Able to work on own initiative, flexible approach to changing priorities, tight deadlines, environment, and work demands.</p> <p>Self-motivated and enthusiastic with a passion for financial support.</p>
<p><b>Knowledge and Experience</b></p> <p>Relevant Training and/or experience</p>	<ul style="list-style-type: none"> <li>• Qualification (degree preferred) in finance/accounting or other relevant training and/or experience.</li> <li>• Familiar with accounting systems (MYOB preference but not essential).</li> <li>• Experience with payroll systems.</li> <li>• Strong accounting, analytical, problem solving, and computer skills.</li> <li>• Has an understanding or willingness to learn with reference to implementation of Te Tiriti o Waitangi</li> </ul>

Te Whare Mahana Trust	Support Services	Title	Finance Officer	<b>JD003</b>
Date	28/09/2021	Review Date	As Required	Page 3 of 3
Prepared by	Durham Quigley	Authorised By	Durham Quigley	
Name & Location	O:\Human Resources\03. Position Descriptions\Support Services & Management\Finance Officer\JD003 - Finance Officer 280921.docx			