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| **Position:** | **Kaiwhakahaere Pūtea –Manager Finance** |
| **Te Puni:** | Te Puni Tautoko Whakahaere - Organisational Support |
| **Reports to:** | Āpiha Tumu Arumoni - Chief Financial Officer |
| **Location:** |  Tari Matua, Te Whanganui a Tara - National Office, Wellington |
| **Date:** | August 2019 |

**ORGANISATIONAL STATEMENT**

The Te Puni Kōkiri approach to development and wellbeing is reflected through Te Ohu Whanake – sowing the seeds of development. It is an approach that seeks to:

* Create a solid platform of community-based relationship and engagement with whānau, hapū and iwi;
* Improve outcomes by focusing on Māori aspirations, and on opportunities and innovative ways to accelerate development;
* Position government to be an enabler and a partner, empowering Māori choices; and
* To create equity and equitable outcomes in an environment in which Māori can succeed, both here and abroad.

***Whānau Taurikura - Thriving Whānau****is our vision****.***

Whānau development and whānau-centred approaches sit at the centre of our policies, activities and initiatives.

For further information about Te Puni Kōkiri please visit our website: [www.tpk.govt.nz](http://www.tpk.govt.nz/)

**O TĀTOU WHAIPAINGA – OUR VALUES**

**Te Wero** – *We pursue excellence*.

We strive for excellence and we get results. We act with courage when required, take calculated risks and are results focused.

**Manaakitanga** - *We value people and relationships*.

We act with integrity and treat others with respect. We are caring, humble and tolerant. We are co-operative and inclusive.

**He Toa Takitini** – *We work collectively.*

We lead by example, work as a team and maximise collective strengths to achieve our goals.

**Ture Tangata** – *We are creative and innovative.*

We test ideas and generate new knowledge. We learn from others and confidently apply new knowledge to get results.

**TE PUNI Statement**

To ensure we can deliver on our priorities the Organisational Support Te Puni supports Te Puni Kōkiri to be match-ready through our:

* People Development (delivering on our Hoa Mahi experience)
* Business Systems that are effective, efficient and responsive
* Assurance and identification and management of risk.

This done by providing the processes, systems and advice that enables the organisation to operate effectively, including:

* Information & Technology Services
* Finance & Procurement
* Communications
* Strategy & Planning
* Risk & Assurance
* Legal Services
* Human Resources & Capability
* Ministerials & Business Support
* Project/Programme Support
* Asset & Property Management

**Finance Group** – The Finance Group has five key functions:

To provide timely and accurate financial information to meet the external financial reporting requirements of Te Puni Kōkiri

To provide Te Puni Kōkiri with leadership in the area of financial and facilities management, so as to contribute to on-going improvements in organisational performance

To provide business groups with specialist financial knowledge and expertise to ensure financial strategies and policies are successfully implemented across Te Puni Kōkiri.

To provide an efficient financial and facilities management administration service, including an accounts payable service, purchasing, maintenance and other administrative services.

To provide an oversight of procurement and contracting processes including running tenders, negotiation of terms and contract preparation and assisting Te Puni Kōkiri to meet its state sector obligations.

Job Description Updated & Certified: Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PURPOSE**

## The primary purpose of this position is to ensure (i) provision of regular, timely, and accurate costing of financial information and advice to meet both internal and external financial reporting responsibilities; and (ii) provision of efficient financial management and administrative systems.

## The Finance Manager will also have primary responsibility for managing the work, and the development of the Finance Group positions assigned to this position.

**DIMENSIONS**

**Range of Influence**:

The Finance Manager will have influence on the effectiveness of financial systems and processes, accuracy of financial information and the quality of financial management advice to influence the effectiveness and efficacy of organisational financial management. This is provided through business proposals, financial management reporting, policies, financial system/process and one-off advice.

This position will also be responsible for recommending decisions to the Chief Financial Officer on financial related risk management issues.

**Leadership**:

The Finance Manager will be responsible for managing the following positions:

Team Leader Accounts Payable

Systems & Financial Accountant

Senior Management Accountant

Management Accountant (x2)

At times, the Finance Manager will be required to represent the views of the Finance Group to other members of internal staff or the views of Te Puni Kōkiri to external clients.

**Financial**:

The Finance Manager position carries specific financial and human resource delegations.

**Health and Safety**

To display a commitment to, and demonstrate an understanding of, Te Puni Kōkiri Health and Safety Policies and Procedures in order to promote healthy and safe work practices and a safety culture.

**SPECIFIC ACCOUNTABILITIES AND DELIEVERABLES**

* Leading and developing a high performing finance team;
* Provide regular, timely, complete and accurate financial information and advice to meet both internal and external financial reporting responsibilities. In particular:
* Provide both ex-ante and ex-post financial information, reports, analysis and advice to Ministers, Executive Leadership Team and Budget Managers as required;
* Provide the ex-ante and the ex-post financial information for inclusion in the Ministry’s accountability documents which include; Estimates of Appropriation and Supporting Information, Forecast Financial Statements, Statement of Intent and Annual Report;
* Assist the Chief Financial Officer in the provision of Baseline submissions and briefings to Vote and Finance Ministers;
* Manage Te Puni Kōkiri Financial reporting requirements to Treasury which includes monthly reporting of year to date results, forecast tracks, the budget baseline and other fiscal updates;
* Develop and maintain Te Puni Kōkiri capital expenditure programme, including ensuring effective management of the fixed asset register;
* Ensure that all financial information and advice adheres to the relevant internal policies and procedures, statutory requirements (Public Finance Act), financial reporting standards (GAAP, NZ IFRS) and Cabinet/Treasury instructions;
* Oversee the management and administration of the financial management information system (FMIS) and associated reporting systems to ensure the ongoing integrity of financial information produced, including the development and implementation of changes to the FMIS;
* Oversee the timely and accurate preparation of month end financial procedures including month end reconciliations to ensure the accuracy of month end financial reporting;
* Support and administer the efficient and accurate integration/reconciliation of financial information sourced from independent systems which include; payroll (PayGlobal) and the departmental/non-departmental contracts management system (SMARTFund);
* Oversee the financial review and analysis of entities on behalf of the Minister including Te Taura Whiri i te Reo Māori, Te Mangai Pāho, Māori Television Service, Māori Council, Māori Wardens, Te Putahi Paoho and Māori Trust Boards;
* Administer and provide advice on the financial responsibilities of the Land Management Unit in managing Māori Land Blocks, including related tax responsibilities;
* Ensure Te Puni Kōkiri tax obligations are met for both departmental and non departmental appropriations;
* Assist in the development of appropriate financial accounting policies and processes; and
* Deputise for the Chief Financial Officer and support other members of the Finance Group in fulfilling their duties as required.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Essential**

* Hold current ICANZ CA membership;
* Demonstrate a high level of strategic and systems thinking ability;
* Demonstrate in-depth knowledge and experience in preparing financial information and all associated processes, including up-to-date knowledge of financial reporting standards (NZ IFRS and GAAP);
* Knowledge and Experience in financial management information systems;
* Demonstrate the ability for undertaking complex financial analysis;
* Ability to coach individuals and facilitate groups;
* Demonstrate the ability to manage and maintain effective working relationships at all levels of the organisation.

**Preferred**

* Knowledge and experience of financial management within the Public Sector;
* Project management and business planning skills.

**COMPETENCIES**

Our competency frame work incorporates core abilities that are relevant across the organisation and technical abilities specific for each role. Our competencies are represented by the Poutama, symbolising the journey of growth and development that a person takes to realise their own potential, by developing in steps and building on

the knowledge and skills that they already have. The following indicators represent the manifestation of competencies required for this role.

**ROLE SPECIFIC COMPETENCIES**

**Planning/Project Management**

You are at Manaakitanga when you:
**Champion effective use of project management disciplines to support robust policy development**The Ministry is applying a systematic project management methodology across the Ministry’s work programme, including development processes.

You need to demonstrate the advantages of project management for improving the outcomes of policy development processes. This includes:

* having excellent understanding and use of the Ministry’s project management methodology, with the ability to coach and mentor other staff
* tailoring the project management approach to suit the particular project
* encouraging all staff to attend project management training and apply the Ministry’s project management methodology to their work.

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| **Oversee large projects** You will be able to: * take on large key policy project roles
* balance your responsibilities between leading policy development processes and coaching less experienced analysts.
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| **Manage project priorities, risks and opportunities** You will: * have a clear sense of the objectives that you are trying to achieve through a Ministry development process
* be practiced at identifying project priorities and be attuned to the need to manage any risks to the project
* use planning and process management tools to set well-defined objectives and goals
* accurately scope out length and difficulty of tasks and projects
* break down work into process steps
* understand and figure out the processes necessary to get things done
* get the most out of few resources
* take a strategic overview of work and prioritise activities and team resources
* ensure project plans clearly identify project roles, resource requirements, timeframes and allocate responsibilities and tasks to individual staff
* ensure consistent approaches are taken to communications and reporting across key projects
* track progress, proactively share information, and keep relevant data and evidence in line with records management policies and statutory obligations.
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| **Incorporate implementation and evaluation considerations** You will: * understand the circumstances and environment in which a specific work is likely to be implemented
* know how the ongoing success of the Ministry’s work will be measured
* consider implementation threats and evaluation requirements at the early stages of work processes.
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| **Manage large contracts** You will: * be able to lead procurement processes (for example, RFP, EOI, GETS tender processes) and manage large contracts for the Ministry
* fully understand the Ministry’s procurement processes and financial policies and explain them to staff
* be fully competent in using the Ministry’s Contract Management System
* coach staff in drafting high-quality project specifications and Requests for Proposals.
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**CORE COMPETENCIES**

**Māori Perspective**

* Have some understanding of Māori values and knowledge including its origins
* Have basic Te Reo Māori including some vocabulary and structure
* Have an understanding of tikanga and are confident in situations where observed
* Apply a Māori paradigm to your work
* Work alongside Māori groups and take the time to earn their respect
* Understand the basic principles of the Treaty of Waitangi from both Māori and Crown perspectives

**Leadership**

* Are prepared to make difficult decisions when required
* Demonstrate leadership behaviours including commitment, integrity, accountability, humility and selflessness
* Translate the organisations direction into goals and action for the team
* Provide support and motivate team members
* Create opportunities for development of individuals and the team
* Create an environment where staff can take the initiative
* Take action to improve team dynamics, achievement and abilities
* Take shared responsibility for organisational decisions
* Look for areas for improvement and positive change

**Relationship Management**

* Build relationships with deference to tikanga values
* Promote the benefits of collaboration and build team identity
* Facilitate individuals working together by identifying common goals, encouraging collaboration and joint ownership of ideas and approaches
* Actively seek opportunities to contribute to positive outcomes for stakeholders
* Identify and initiate contacts that will further the organisations interests in the near and/or longer term
* Consult with a wide audience to attain buy-in and consensus
* Handle difficult or tense situations with diplomacy and tact

**Communicating Effectively**

* Effectively use Te Reo Māori in your work and are confident when communication with Māori audiences
* Write and verbalise complex ideas in a structured, logical and authorative way, ensuring audience understanding
* Explore and probe arguments and take opportunity to strengthen own points
* Determine what others may need to get out of a communication and what they may have difficulty understanding
* Appreciate when information may be unpopular and create conflict and adapt style accordingly
* Listen to other viewpoints and look for common ground
* Understand the nonverbal message or viewpoint being conveyed by others
* Keep stakeholders informed of immediate and relevant peripheral information

**Results Orientation**

* Understand business plans and advise on medium to long term improvement
* Plan work and significant projects identifying timeframes and priorities; organise and allocate resource; monitor work streams and report on progress
* Analyse complex situations by: breaking into constituent parts; recognise and assess likely causal factors; interpret the information available; look for connections, and devise effective solutions
* Use contemporary and traditional Māori knowledge to achieve results
* Actively consider risk involved in problems or issues and act to mitigate and/or advise appropriate others
* Define work in terms of results and pursue success with energy and drive
* Monitor conditions to anticipate the need to change

**Business Understanding**

* Understand the importance of traditional and contemporary knowledge for Māori development
* Commit to and promote the organisation’s strategies and business objective
* Set operational strategy to achieve business goals
* Understand the reasons behind business policy and procedure and monitor effectiveness
* Understand the purpose and current work of other groups in the organisation
* Understand the Treaty of Waitangi and how it applies to the work of Te Puni Kōkiri
* Understand and consider impact of decisions on wider State Sector
* Work collaboratively with other government agencies
* Have a thorough understanding of the political environment that Te Puni Kōkiri operates within
* Understand the needs of Te Puni Kōkiri stakeholders and respond to them

**KEY RELATIONSHIPS**

**Internal**

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| **Contact** | **Nature and Purpose of Relationship** |
| Chief Financial Officer | Manager |
| Finance Group | Colleagues within the Finance Group. Although specific management responsibilities, required to work cooperatively as a close team to ensure financial responsibilities of the Finance Group on a daily basis are met |
| Management Accountant, Systems & Financial Accountant, Team Leader Accounts Payable | Direct reports |
| Kapia (Accounts Payable) Team | Management responsibility as overall manager |
| Property Services/Facilities Management | Part of the Finance Group, required to work cooperatively and in a coordinated manner at all times |
| Deputy Chief Executive Organisational Support | In absence of the Chief Financial Officer will need to respond in a timely manner to financial issues and requests. |
| Human Resource & Capability Team, particularly the‘ ‘Compensation & Shared Services Section’ | To facilitate the accurate integration of payroll information into the FMIS and payroll related tax obligations are met |
| Legal Team, particularly the ‘Land Management Unit’ | To facilitate the financial administration of the Māori Land blocks administered through LMU and associated tax obligations  |
| Information Technology | To facilitate the development and maintenance of Te Puni Kōkiri capital expenditure programme. |

**External**

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| **Contact** | **Nature and Purpose of Relationship** |
| External Auditors & Tax Advisors | Primary liaison to auditors for the purpose of meeting their external audit responsibilities in respect to all financial information and for the Tax Advisors, the Ministry’s tax obligations. |
| Treasury Vote Analyst and CFIS net Technical Team | Required to seek advice/assistance in meeting treasury reporting requirements |

**DECISION MAKING AUTHORITY**

The schedule of delegated authorities detail those departmental and non-departmental decisions that this position is authorised to make. The following summarises the key decision making authorities.

**Financial Authority**

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| **Delegation Level** | **Level 4** |
| Maximum Expenditure Limit | $35,000 |

**Non Departmental Delegations - Nil**