



Position Description

Position Title:	Finance Manager
FTE:	0.8-1.0FTE
Term	Permanent
Reports To:	CEO
Functional Area:	Support Services
Position Location:	Whangarei
Direct Reports:	Nil
Delegated Authority:	As per Delegated Authority or Nil
Budget Responsibility:	As per Delegated Authority or Nil
Key Relationships:	<p>Internal:</p> <ul style="list-style-type: none"> • Support Services • Partnership Services • Digital & Data Hub • Project Hub • Mental Health Services • Network Enablement Services • Executive Leadership Team & Senior Leadership Team • Wider Mahitahi Staff <p>External:</p> <ul style="list-style-type: none"> • General Practices and Māori Health Providers • Locality Community Leaders • Te Whatu Ora (Health NZ) • Te Aka Whai Ora (Māori Health Authority) • Manatu Hauora (MoH) • Ministry of Social Development • Other Partner Agencies related to project work
Key Commitments:	<p>Mahitahi Hauora has key commitments. Every position has foundational commitment to:</p> <ul style="list-style-type: none"> • Whanau Wellbeing and Equity • Te Tiriti o Waitangi • Relevant NZ Health Strategies

Mahitahi Hauora Overview

Mahitahi Hauora is a primary health entity underpinned by Ti Tiriti o Waitangi, our Kaupapa includes ensuring whanau and communities are able to achieve self-determined wellbeing, access to the services they determine they need, and to live a long and healthy life. We work collaboratively with community, primary healthcare providers and key partners to support general practices, Māori health providers and social sector agencies in achieving better health outcomes for our Tai Tokerau population.

Central to the way we work are our Mahitahi Hauora's Values and Behaviours:	
Tika	To be honest, truthful and genuine – <i>we are honest, behave and treat others consistently, are transparent, are trustworthy, and have courage to do the right thing.</i>
Pono	Fairness and Integrity – <i>we work towards fairness and equity in all our mahi, we demonstrate integrity in our actions</i>
Aroha	We respect and care for each other – <i>we show appreciation, compassion, kindness and empathy for others</i>
Kotahitanga	Collaboration and Unity – <i>we are all in one 'waka' paddling consistently toward a common purpose</i>
Manaakitanga	Supporting and valuing others – <i>we are caring and supportive</i>
Whanaungatanga	Relationships, belonging and inclusion – <i>we value and honour relationships and engagement</i>
Whakamana Whanau	Empowering Whanau – <i>we are strengths-based and put whanau front and centre of everything we do</i>
Whakapapa	Connection and Heritage – <i>we connect with each other and our history</i>

Position Purpose

The purpose of this role is to provide relevant strategic and financial advice to ensure the Finance team achieves its overall objectives. Working collaboratively and alongside the Finance Operations Manager and the accounts team, you will provide critical thinking, in depth analysis that will enable system efficiencies, data integrity and continuous improvement.

You will be responsible for forecasting, budgeting, and providing strategic direction to enable sound financial management decisions that support organisation stability, sustainability and growth.

Key functions include:

- Providing financial analysis, insights and strategic direction
- Planning, budgeting and forecasting
- Building strong working relationships and understanding business drivers
- Driving system efficiencies and continuous process improvement
- Provide financial literacy and support to Service leaders
- Supporting the Finance team in the preparation of monthly/annual accounts and auditing requirements
- Reporting

As the Finance Manager you will work alongside and support the functions of the Finance Operations Manager role to collectively ensure all financial related requirements of the organisation are appropriately managed.

Key Responsibilities

Financial Analysis	<p>This role is responsible for providing an analytical, investigative view of the financial information including the following:</p> <ul style="list-style-type: none"> • Develop a strong understanding of the business drivers to enable effective financial support. • Provide critical analysis to all financial data and information to support strategic direction and informed decisions.
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	<ul style="list-style-type: none"> • Using analytical tools, review monthly financials identifying variances and discussing/reporting exceptions with the Finance Operations Manager and collectively rectify notifying the CEO as appropriate. • Maintain competency to a level required by the Organisation, including but not limited to understanding and application of relevant legislation. • Support the annual planning process in providing financial insights and data to align with the annual plan objectives. • Develop accurate and comprehensive budgets and forecasts including additional adhoc programme/project budgets as required. • Provide Operations Managers with accurate financial projections, costings and completing and supporting RFP proposals where required. • Provide timely financial oversight, advice and support to operational managers and budget owners, including supporting understanding contract performance. • Train budget owners in financial literacy principals where required. • Identify and implement foundation systems and processes that are fundamental to supporting optimal financial processing performance. • Identify and discuss system efficiencies opportunities with the Finance Operations Manager to support continued improvement. • Support Bank payments authorisation as required.
External Support	<p>Oversee the management of NGPESI Afterhours financial functions including:</p> <ul style="list-style-type: none"> • Provide support and oversight in the monthly processing of the NGPESI accounts and financial data. • Prepare annual accounts and audit requirements for NGPESI business operations. • Provide monthly and annual reporting as required for the NGPESI Business. • Work closely with the finance accounts team to ensure accuracy and timely production of financial data.
Risk & Compliance	<p>Support the Finance & Operations Manager role in ensuring review and management of all financial and facilities risk.</p> <p>This includes but is not limited to:</p> <ul style="list-style-type: none"> • Annual Insurance Reviews and presenting of recommendations. • Policy reviews as per Policy Schedule • Regular analysis of financial data for integrity.

<p>Operational Functions (Support where required and to cover in absences)</p>	<ul style="list-style-type: none"> • Undertake the day to day operational functions of the Finance Operations Manager role when required. • Support when required the Finance Operations Manager in the preparation of monthly and/or annual accounts. • Maintain current knowledge of FRS and relevant compliance requirements relevant to Finance. • Where required, support the Finance Operations Manager in the preparation and collation of annual financial and performance management data for audit • Assist with auditor queries where required and the achieving of a clean audit.
<p>Commissioning & Contracts</p>	<p>Liaise with the Te Whatu Ora Commissioning Team to ensure a clear understanding of the financial models of funding applied to contracts and services.</p> <p>Engage in advocating for Northland services and funding supporting business cases, contract renewals, and supporting service delivery leaders in ensuring retention of funding relative to service delivery and future funding opportunities.</p>
<p>Audit Risk & Finance Committee & Board</p>	<p>Liaise and engage with the Audit Risk & Finance Committee providing current relevant financial information that enables informed decisions including the following:</p> <ul style="list-style-type: none"> • Manage the ARF Committee Meeting preparation including liaising directly with the ARFC Chair to provide oversight of the Agenda. Ensure relevant information is circulated prior to the meeting to enable effective and efficient ARF meetings. Follow-up on Meeting minutes and actions required. • Consolidate the financial information for presentation to the Audit Risk & Finance Committee, ensuring material prepared aligns with the requirements of the Audit Risk & Finance Committee plan. • Coordinate the compilation and relevant narrative for the non-financial information required in the Audit Risk & Finance Committee plan for each meeting. • Attend and present at Audit Risk & Finance Committee meetings and Board meetings as required. • Provide relevant interpretation and clarity of financial data enabling informed decisions. • Provide Funder reporting as required (mthly/Qrtly/etc) • Provide a review schedule and support the review of Board policies through the Audit Risk & Finance Committee
<p>Relationships</p>	<ul style="list-style-type: none"> • Develop and maintain positive relationships with key stakeholders, ie Te Whatu Ora, Te Aka Whai Ora, to

	<p>support organisational understanding of the financial aspects of deliverables.</p> <ul style="list-style-type: none"> • Develop and maintain internal stakeholders relationships supporting all workstreams of the Operations Managers. • Attend relevant internal and external stakeholder meetings ensuring a financial understanding on contractual or operational opportunities and discussions.
Organisational	<ul style="list-style-type: none"> • Have a good understanding of and comfortability in communicating the vision and strategic priorities of Mahitahi Hauora. • Maintain client confidentiality at all times, clients' rights, privacy and confidential information are safeguarded. • Understands the principles of the Privacy Act 2020, and Health Information privacy Code (1994). • Recognise individual responsibility for workplace Health & Safety under the Health and Safety at work Act 2015 (HSWA 2015). • Implements organisational policies and procedures, legislation and guidelines with their work.

Person Specification

Education and Qualifications	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Relevant Bachelors degree or equivalent tertiary qualification in Accounting • Advanced Computer literacy in Microsoft Office 365 suite. • Accounting Software Training & Knowledge, Preferably Xero, Spotlight, • Current and un-encumbered Drivers Licence 	<ul style="list-style-type: none"> • Working towards CA qualification
Experience	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Minimum of 10 years senior level accounting experience. • Demonstrable experience in critical analysis, anomaly and variance detection and management. • Experience in data interpretation, financial reporting and presentation to Leadership or Board. • Experience in process and system efficiencies and continuous improvement. • In-depth understanding of accounting best practice • Minimum of 2 years in forecasting, budgeting and supporting budget owners. • Experience and knowledge of financial reporting systems and requirements • Problem solving 	<ul style="list-style-type: none"> • Experience and involvement in projects
A commitment to the development in competency of:	
<i>Essential</i>	<i>Desirable</i>
<ul style="list-style-type: none"> • Te Tiriti o Waitangi and our obligations in our day-to-day work • Confidence in expressing and observing Tikanga, Māori protocols • A good understanding of Pae Ora and He Korowai Oranga • Privacy Act (1993) and Health Information Privacy Code (1994). 	<ul style="list-style-type: none"> • Health and Safety at Work Act 2015(HSWA) • Health and Disability Commissioner (Code of Health and Disability Services Consumers' Rights) Regulations (1996). • New Zealand Council of Healthcare Standards.

Personal Attributes

- Ability to work as a team and be a valued team member.
- Strong communication skills, listening, written, verbal and reporting writing
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions
- Ability to maintain a high level of confidentiality
- Displays Sound judgement and initiative
- Attention to detail and accuracy.
- Flexibility to cope with changing demands, a variety of work and on occasion difficult situations
- A professional attitude displaying personal integrity and honesty.
- Open to learning opportunities and enhancing skills and knowledge relevant to the role.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.
- Ability to build relationships and deal with ambiguity.
- Ability to effectively plan, organise and coordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.

Core competencies

Technical/Professional knowledge	Problem solving	Communication
Planning Organising	Attention to Detail	

Variation of Duties

Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit in anyway the scope or functions of this position. Duties and responsibilities can be amended from time to time, either by additional, deletion, or straight amendment by the CEO to meet any changing conditions. Any variation to duties will be discussed and agreed with you.

Employee Name:

Employee Signature: Date:.....

Manager Name:

Manager Signature: Date:.....