



Aukaha

POSITION DESCRIPTION

Kaiwhakahaere Pūtea

WHO ARE WE? - KO WAI MĀTOU?

Aukaha Owners	<p>Te Rūnanga o Waihao Te Rūnanga o Moeraki Kāti Huirapa Runaka ki Puketeraki Te Rūnanga o Ōtākou Hokonui Rūnanga</p> <p>The Aukaha name originates from kia kaha, au kaha- to unite, bind together. The name reflects our way of working, working together in partnership to achieve the desired outcomes.</p>
Mission	<p>Aukaha work on behalf on mana whenua across their rohe providing pathways to a better future for Kāi Tahu for iwi Māori and for our wider communities and we ensure mana whenua values are appropriately and authentically woven through the cultural, economic, social and environmental fabric of the takiwa.</p>
Vision	<p>Papatipu rūnaka and hapū achieve their aspirations and exercise their rakatirataka activated through the ability of Aukaha to facilitate, advocate and champion for their people and rohe.</p>

WHAT IS THE PRIMARY FOCUS OF THIS ROLE? - TE AROTAHI MATUA

The role of the Kaiwhakahaere Pūtea is to lead and manage the Financial Services team, ensuring the effective delivery of all financial services across the organisation.

The Kaiwhakahaere Pūtea is responsible for the day-to-day management of the finance function at Aukaha, ensuring the requirements of all stakeholders are met. Stakeholders include the Board, Management, Staff, External Funders and Suppliers. This is a fast-paced role that is comprised of a combination of data-entry, team leadership and light accounting duties, where your initiative and people skills will contribute to a cohesive, communicative, and high-functioning team.

WHO ARE YOUR TEAM? - TŌ KAPA

Reporting To	Chief Executive	Direct Reports	1
Nature and Term	Permanent Full time		
Location	2/266 Hanover Street, Dunedin Central		
Internal Relationships	Aukaha kaimahi, governors, kā Papatipu Rūnaka representatives		
External Relationships	External Accountant & Auditor Rūnaka members Staff of Te Rūnanga o Ngāi Tahu Professional advisors and contractors Local, regional, and centre government staff and agencies.		

KEY ACCOUNTABILITIES - NGĀ KAWENGA TAKOHANGA

<p>Manage the delivery of finance policies, processes and practices</p>	<ul style="list-style-type: none"> • Successfully implements finance policies and procedures that meet best practice standards in line with the legislative, departmental and auditing requirements. • Ensures financial accounting policies, practices, systems and procedures meet the organisational needs • Ensures robust controls are in place to support the efficient application of expenditure and other finance related activities
<p>People leadership</p>	<ul style="list-style-type: none"> • Builds and maintains a Financial Services team that provides timely, professional financial advice and services • Create and lead a culture of continuous improvement within the Finance Team. • Builds and maintains a strong performance culture and customer service focus for the delivery of financial accounting services to meet the needs of the company • Actively manages people and financial resources • Works effectively with managers supporting them with financial services processes • Team achieves work plans • Collaborate and work with the Leadership team to deliver outcomes for papatipu rūnaka and work efficiently across the organisation

<p>Effective stakeholder engagement and relationship management</p>	<ul style="list-style-type: none"> • Develops and maintains strong internal and external networks in order to keep them informed and share knowledge Finance Team is viewed as joined up/connected from a stakeholder perspective. • Learnings are effectively communicated and shared across functions to facilitate continuous improvement across the Finance Team and the wider organisation. • Effectively communicates with the finance team to work in synchronisation with the Finance, and Business Support Services Team as a whole, and other parts of the business • Demonstrate commitment to fostering engagement at all levels of the Organisation and within Finance • Provide advice and support to the wider Aukaha team on Financial matters
<p>Management Reporting</p>	<ul style="list-style-type: none"> • Have oversight of the budget to ensure robust management of funds, including liaison with Divisional Managers to ensure that variances against budget are explained and monitored • Undertake variance analysis across departments, be able to articulate drivers of variances and identify issues to management and recommend corrective action • Provide financial and analytical modelling support to the management team as required from time to time, to enhance business decisions • Oversee the Company's Fixed Asset register to ensure it is accurate and up to date. • Continually improve the timeliness and accuracy of the Company's month end, quarterly and year end closing processes
<p>Budgeting and Forecasting</p>	<ul style="list-style-type: none"> • Ensure that budget preparation, communication, reporting and forecasting is prepared in accordance with Aukaha Policies, and with a high level of engagement with Management • Oversight and control of annual budget process, ensuring engagement with the external accountant to assist with the process, ensuring communication and engagement with the Management team
<p>Compliance, Statutory Reporting, including Annual Audit</p>	<ul style="list-style-type: none"> • Fulfil external accountability obligations by producing financial information for the Charities Commission Annual Returns and other official requests within required

	<p>timeframes and in accordance with statutory requirements</p> <ul style="list-style-type: none"> • Manage engagement with external Accountant, financial advisors, and auditors, and ensure the organisation operates within the company and legislative guidelines • Manage the year end process, including facilitation of support for the audit and preparation of Financial Statements for auditing • In conjunction with the Chief Executive, ensure all legislative and regulatory compliance is maintained across the organisation
<p>Manage the delivery of financial management services</p>	<ul style="list-style-type: none"> • Financial management services are completed that meet best practice standards, legislative requirements and organisation needs • Ensure the financial management services are delivered in line with Aukaha’s strategies and the Finance team’s overall strategy/work plan • Customer centric service is delivered to all stakeholders that is fit for purpose and meets organisational requirements and priorities • Support all business functions in gaining financial understanding of their operations to drive the right decision making • Ensure all Management, Board, and Audit & Finance Committee reporting requirements are met on time and to a high quality • Reporting meets business requirements • Resolve financial queries with internal & external stakeholders <p><i>Accounts Payable and Receivable</i></p> <ul style="list-style-type: none"> • Accurate and timely General Ledger coding within the accounting system • Processes data accurately, in a timely and efficient manner • Manage the finance-related, shared email inboxes, ensuring timely responses to request • Manage the accounts payable process, ensuring payments are made on time and accurately • Manage the accounts receivable process, ensuring billing and collection process is accurate and timely. Aged

	<p>receivables are managed effectively with minimal exposure to bad debts.</p> <ul style="list-style-type: none"> • Support the development and maintenance of systems and processes to ensure accurate and timely calculation, collection and reconciliation of funding. • Maintain accurate records relating to client information, disbursements, mana whenua panel payments and other such cost-recoverable expenses. • Create and send monthly statements to suppliers • Administer the Debt Collection function following set policy and procedures, problem-solving issues and escalating matters as appropriate. <p>Grants and Funding</p> <ul style="list-style-type: none"> • Preparation of financial reports as required under each grant/funding contract • Liaise with stakeholders and staff, providing financial information in a timely manner • Co-ordinate the grant application process, collating information in an organised and timely manner, and communicating outcomes to appropriate stakeholders <p>Payroll</p> <ul style="list-style-type: none"> • Provide administrative support to the fortnightly, monthly and one-off-pay payroll function, utilizing knowledge of current legislation and best practice payroll methods, and ensuring a high level of accuracy • Review staff data to ensure it is maintained to a high level of accuracy • Review reports from the payroll system as and when required • Respond to payroll queries from staff as required, ensuring queries are escalated through proper process • Resolve payroll queries and follow up on errors • Fulfil monthly reporting requirements by collating documents and interpreting information. • Maintain accurate and up-to-date payroll files, ensuring access is limited to the relevant personnel
<p>Identify operational financial risks and impacts, implement and deploy solutions</p>	<ul style="list-style-type: none"> • Ensure appropriate financial controls are in place to guarantee the integrity and security of Aukaha’s financial information and resources • Ensure internal financial controls are being adhered to throughout the organisation • Ensure the integrity of the general ledger so that it provides an accurate reflection of business activities and is

	<p>maintained by ensuring regular reconciliations and analysis of general ledger accounts</p> <ul style="list-style-type: none"> • Ownership of the finance and payroll systems, ensuring the highest standards of data quality and integrity
Company Compliance & Insurance	<ul style="list-style-type: none"> • Management of Companies Office, ensuring legal obligations in relation to reporting, record keeping and administrative requirements are met • Insurance policy cover is fit for business purposes, policies are reviewed annually prior to renewal, new policies are implemented as required • Management of insurance claims, ensuring timely production of information to allow for smooth processing
Vehicle Fleet Management	<ul style="list-style-type: none"> • Administration and management of company vehicle record-keeping, insurance, maintenance and servicing schedules, ensuring vehicles remain safe and compliant at all times, including vehicle registration and Road User Charges • Oversight of vehicle maintenance schedules, ensuring schedules are met on or before the due date • Ensure effective policies are in place to manage the fleet in line with our strategic objectives. • Undertake comprehensive vehicle inductions for new kaimahi assigned with a vehicle and where new vehicles are purchased.

WE WORK WELL IN OUR SPACE	
Understands the space and place	<ul style="list-style-type: none"> • Has a strong well-developed bicultural ease and confidence. • Has a strong grounding and knowledge of tikanga Māori, in particular kaitiakitaka. • Can demonstrate a level of understanding of Iwi aspirations and the complexities of building an inter-generational approach. • Knowledge of Rūnaka structures, relationships and processes. • Competence in, or a willingness to become competent in, Te Reo Māori.
Can work with people	<ul style="list-style-type: none"> • Prioritises and manages relationships with rūnaka and Iwi with care. • Is thoughtful, resilient, calm and stable in challenging situations. • Leads by example and works in an inclusive manner with people. • Can work independently and as a member of a multidisciplinary team. • Is open to the views of others, adopts approach where needed.
Is values driven	<ul style="list-style-type: none"> • Is authentic regardless of audience. • Has a strong servant leadership focus. • Is willing to take ownership and be accountable.
Is results focused	<ul style="list-style-type: none"> • Is practical and can constantly problem solve

	<ul style="list-style-type: none"> • Can prioritise tasks to respond quickly to demands, act independently, work under pressure. • Demonstrates flexibility and has an ability to deal with an unpredictable work schedule. • Shows initiative, is energetic and self-motivated.
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EXPERIENCE	
Qualifications skills and experience	<ul style="list-style-type: none"> • Minimum of 5 years' experience in a senior finance role • Demonstrated experience in a finance services team within the public or private sector • Demonstrated understanding of finance policies, principles and trends • Leadership experience that is able to inspire and engage others • Experience in implementing new initiatives
Knowledge and Skills	<ul style="list-style-type: none"> • Proven relationship management experience, including the ability to establish and maintain effective working relationships across all levels of an organisation and externally • Ability to engage, inspire and influence people • Excellent computer proficiency in the Microsoft Office suite of applications and Xero Software, including WorkflowMax, ApprovalMax and HubDoc • Excellent written and oral communication skills, with experience in preparing reports • Effective planning and organising skills, including time management and prioritising within a complex work environment with competing priorities • Critical thinking as it applies to logic and reasoning to investigate strengths and weaknesses of possible solutions, conclusion or approaches to problems • Strong customer service ethic • Demonstrated high levels of integrity

Disclaimer

I have read and understood the above position description and accept all the above responsibilities incorporated herein.

Kaiwhakahaere Pūtea

CEO

Date

This position description serves to provide an overview of the primary responsibilities inherent in this role. It also provides a summary of how this position collaborates with other roles within Aukaha.

It is acknowledged that in order to remain current, regular amendments will be required. This is to be co-ordinated in association with the reporting Manager noted here.