

tūre
whāikāpono
airōha
kotahitanga



Te Wānanga
o Aotearoa

Aro tūranga

Position Description

A wānanga provided in section 162(4)(b)(iv) of the Education Act 1989, is characterised by “teaching and research that maintains, advances and disseminates knowledge and develops intellectual independence, and assists the application of knowledge regarding āhuatanga Māori (Māori tradition) according to tikanga Māori (Māori custom)”.

Officer – Accounts Receivable

Location	Uepū / Wāhanga Department	Rangatahua
	Takiwā / Rohe District	Te Puna Manaaki
	Wāhi Mahi Location	Te Awamutu
Reporting & remuneration	Whakatau ki Reports to	Team Lead - Financial Transactions
	Māka Pūtea Salary Grade	Level 4
	Māngai Pūtea Financial Delegation	N/A
	Wā Roanga Tenure	As per letter of offer
Stakeholders		<p>Internal</p> <ul style="list-style-type: none"> • TWoA Kaimahi • Taura <p>External</p> <ul style="list-style-type: none"> • WINZ / MSD
	Ngā Rōpu Whaihua Functional Relationships	<ul style="list-style-type: none"> • CCGNZ • Iwi / Hapu • Contractors and Suppliers • Studylink • TEC • Other government agencies

purpose	<p>Pūtake Tūranga - Role Purpose</p> <p>The primary purpose of the Officer – Accounts Receivable is to provide efficient administration of financial processes related to taura & miscellaneous accounts within Te Wānanga o Aotearoa (TWOA). The role is responsible for managing taura & miscellaneous financial records, providing accurate and timely information to taura, and ensuring compliance with relevant financial policies and regulations.</p> <p>The role will work closely with taura, kaimahi, and external stakeholders to address financial inquiries and support taura in navigating the financial aspects of their education.</p>
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Key Performance Indicators	Success Factors
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Financial	
<ul style="list-style-type: none"> - Process and record financial transactions including: <ul style="list-style-type: none"> o taura debtor accounts o taura debt collection process o accounts receivable operational delivery o kaimahi vehicle fines - Provide accuracy and timeliness in financial data entry - Receipting of bank statements - Maintain documentation in accordance with best practice accounting methods - Process invoices, credit notes and returns - Review all supporting documentation relevant to invoices, credit notes and returns through manual or imports (Workplace, Take 2) - Process tax receipts when needed - Maintain the debt collection process and an accurate debtor ledger - Process new debtor accounts - Identify bad and doubtful debt - Provide month end debt reports - Process waivers for the takiwā - Analyse financial data and provide insights and recommendations to improve financial performance - Conduct financial analysis to identify trends, patterns, and opportunities for improvement - Provide financial insights and forecasts to assist in strategic planning - Evaluate financial risks and support mitigation strategies 	<ul style="list-style-type: none"> - Financial transactions are prepared, processed and recorded accurately and within required time-frames - Data entry is completed on time and to the required standard - Bank statement tasks are processed daily - Accounting methods inform all documentation - Data entry accuracy meets the standard required - Information on invoices and statements is correct - The debt collection process is adhered to in accordance with the Debt Collection Policy - New debtor accounts are processed according to policy - Bad debts are identified and reported to upline manager - Reports are prepared accurately and delivered within established deadlines - Waivers processed per request - Accurate and actionable financial analysis and recommendations are provided to support decision-making - Financial analysis is conducted within agreed timeframes and identifies trends, patterns and opportunities for improvement - Financial insights and forecasts are provided within agreed timeframes - Financial risks are evaluated and mitigation strategies are proposed or in place in accordance with compliance requirements

Studylink, TEC and Take2	
<ul style="list-style-type: none"> - Verify Studylink data via the Studylink website - Verify withdrawals from study and action manual withdrawals and study voses to Studylink - Import data from Take2 - Review and maintain correct student debt ledger information against Take 2 - Process refunds and credit balances, and fees free applications - Manage the Student finance mailbox 	<ul style="list-style-type: none"> - Accurate and timely verification completed daily in accordance with the Ministry of Social Development information matching agreement that includes withdrawals - Data is imported in accordance with process requirements - Comparative analysis is completed between the relevant systems and programmes - Applications are processed in accordance with policy - Refunds are calculated accurately and processed according to set procedures and timeframes - The tauria finance mailbox is cleared daily
Compliance and Regulation	
<ul style="list-style-type: none"> - Comply with financial regulations, internal policies, and accounting standards - Stay updated on relevant laws and regulations, and support necessary changes to maintain compliance - Coordinate with auditors and assist in financial audits 	<ul style="list-style-type: none"> - All regulations, policies and accounting standards are adhered to implicitly - Professional knowledge is maintained and current with appropriate changes implemented as required - Audit requirements are met
Process Improvement	
<ul style="list-style-type: none"> - Identify areas for process improvement in financial operations - Streamline workflows, automate manual processes, and implement best practices to enhance efficiency, accuracy, and effectiveness 	<ul style="list-style-type: none"> - Process improvements are identified to enhance the efficiency and effectiveness of financial operations - Best practice process are implemented that enhance efficiency, accuracy and effectiveness
Stakeholder Relationships	
<ul style="list-style-type: none"> - Establish and maintain quality internal relationships with kaimahi across the TWoA - Establish and maintain meaningful relationships with external networks and other relevant external groups - Liaise with external agencies including Studylink, WINZ and Credit Consultants NZ Group Ltd. (CCGNZ) 	<ul style="list-style-type: none"> - Internal kaimahi relationships are established and maintained with effective communication and engagement - Quality relationships established and maintained (underpinned by trust and mutually beneficial outcomes) with external stakeholders - Effective and professional collaboration is evident with external stakeholders

- Act according to a clear set of ethical principles aligned with TWoA Ngā Uara and challenge behaviour which does not meet ethical standards

- A professional and honourable reputation is maintained for the team on behalf of TWoA in all aspects and areas

Kaupapa Matua

Te Wānanga o Aotearoa has a unique history and operating context. Te Kaupapa Matua o Te Wānanga o Aotearoa tells our history, guides our future and shapes the unique identity of our wānanga. There is therefore an expectation that kaimahi;

- Actively familiarise themselves with Te Kaupapa Matua o Te Wānanga o Aotearoa and how this shapes and informs our actions
- Uphold Te Wānanga o Aotearoa Values and Te Kaupapa Matua o Te Wānanga o Aotearoa.

- Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa
- Actions of kaimahi are aligned with Te Wānanga Aotearoa values and Te Kaupapa Matua o Te Wānanga o Aotearoa.
- Values and Te Kaupapa Matua o Te Wānanga are applied in a manner that protects the mana of Te Wānanga o Aotearoa its vision, mission, and philosophy

Kaimahi Experience

- Encourage and foster a productive environment that benefit all kaimahi.
- Effectively utilise technology and automation, when possible, to provide streamlined access to capabilities and insights that positively impact the day-to-day mahi.
- Support kaimahi experience and ensure that employees feel connected, empowered, well-informed and have great experiences at mahi.
- Stay abreast to current trends and developments to support and nurture kaimahi experience.

- Kaimahi are listened to and valued when communicated

Health and Safety

- Comply with all health, safety and wellness policy and procedures
- Recognise and address circumstances to prevent unhealthy or unsafe situations
- Perform any manual duties in a safe and responsible manner
- Report faults in accordance with policy
- Process risk management forms and health and safety issues accordingly

- Health, safety and wellness policies and procedures are adhered to and complied with
- Risk minimisation assessment is completed and any identified mitigation action taken
- Zero harm while carrying out duties and programme delivery meets all safety standards as outlined in policy and procedures
- Faults are reported immediately to relevant personnel
- Forms are completed that accurately reflect risks and health and safety issues.

Other Duties

- Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications
- Undertake professional development as identified

- Requests by the employer are undertaken
- Professional development is undertaken as agreed

- Attend hui kaimahi as requested
- From time-to-time all kaimahi are encouraged to engage in other activities outside their assigned duties, such as (but not limited to) setting up and attending pōwhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles

- Hui are attended as required
- Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa

The employee shall be required to exercise all their skills and knowledge in the achievement of the position objectives and to follow any current or future procedures and policies related to achieving the objectives.

The responsibilities and expectations outlined in this position description may alter as business needs change. In addition specific objectives and outcomes will be agreed to with the employee’s manager on an annual basis at performance review.

Person Specification

Qualifications and Experience

Qualifications:

- Diploma in finance, accounting or related field

Experience:

- 3+ years’ experience in a financial management, accounting or similar role
- 3+ years’ experience with financial regulations and accounting principles
- Proven experience dealing with government and non-government stakeholders

Āhukatanga Māori:

- Engages in cultural activities and has a sound understanding of āhukatanga Māori (values, culture and tikanga)
- Able to greet and acknowledge people in te reo Māori and pronounce Māori words correctly
- Prepared to increase knowledge, understanding and everyday use of te reo and āhukatanga Māori and support other kaimahi in the same endeavour
- Actively applies Te Wānanga o Aotearoa values in the workplace

Technical Skills

Are the specialised skills and abilities required for a particular role

- Strong knowledge of financial regulations, accounting principles, and budgeting
- Proficiency in financial software and tools, such as ERP systems and spreadsheet applications
- Excellent analytical and problem-solving skills, with a keen attention to detail
- Effective communication and interpersonal skills, with the ability to collaborate with cross-functional teams
- Demonstrated ability to prioritise tasks, meet deadlines, and work under pressure
- Strong ethical conduct and a commitment to maintaining confidentiality in financial matters