

A wānanga as provided under section 398D of the Education and Training Act 2020, is an institution that: “Māori, have been instrumental in establishing; a wide diversity of teaching and intellectual endeavour that is closely interdependent; associated with higher learning; and are kaitiaki of Mātauranga Māori, te Reo Māori, and tikanga Māori within the tertiary education sector. A wānanga positions themselves within the networks of indigenous tertiary institutions across the world and contributes to the setting of international indigenous standards of teaching and intellectual endeavour”.

Tūranga / Position:	Senior Financial Accountant	
Uepū / Wāhanga / Department:	Rangatahua	
Takiwā / Rohe / District:	Te Puna Manaaki	
Wāhi Mahi / Location:	As per letter of offer	
Reports to:	Lead - Finance	
Whakatau ki / Direct reports:	n/a	
Indirect Reports:	n/a	
Māka Pūtea / Salary Grade:	Level 9, Allied	
Wā Roanga / Tenure:	As per letter of offer	
Key Relationships:	Internal:	<ul style="list-style-type: none"> Te Wānanga o Aotearoa (TWOA) kaimahi within Rangatahua Auditors Other Uepū and Wāhanga Managers and kaimahi
	External:	<ul style="list-style-type: none"> Auditors

Pūtake Tūranga / Role Purpose:

The primary purpose of the Senior Financial Accountant is to ensure the completeness, accuracy, and integrity of financial reporting, supporting Te Wananga o Aotearoa’s financial control function and compliance with New Zealand's accounting standards, including Public Benefit Entity accounting standards. Additionally, to support the reforecasting and budgeting processes, while leveraging advanced technical accounting expertise and driving quality financial analysis and insights.

Key Responsibilities	Deliverables / Accountabilities
Financial	<ul style="list-style-type: none"> - Support the budgeting and forecasting processes. Collaborating with key stakeholders to develop accurate and achievable budgets and ensuring timely updates to financial projections in response to changing circumstances. - Apply advanced technical accounting skills to resolve complex financial reporting issues and ensure compliance with evolving standards. - Provide technical accounting support and advice to business leaders. - Oversee treasure functions with a focus on cashflow management and related activities. - Collaborate with internal and external stakeholders, including Pouwhakahaere, Directors, budget holders, auditors, and regulatory bodies, to ensure seamless financial processes. - Identify opportunities to improve financial systems, processes, and reporting frameworks to increase efficiency and effectiveness. - Support the implementation and maintenance of financial systems, including change management activities such as training, communication, and process adaptation. - Respond to financial inquiries by gathering and interpreting data.
Compliance	<ul style="list-style-type: none"> - Prepare annual financial statements ensuring compliance with public sector regulations and reporting requirements, including PBE accounting standards - Prepare and submit budgeting, forecast data, and financial returns in direct response to the Tertiary Education Commission's, and other external agencies specific requirements, ensuring accuracy, compliance, and alignment with funding and reporting guidelines
Reporting	<ul style="list-style-type: none"> - Produce internal governance and management reports, ensuring transparency and accountability by providing variance analysis and insights to support decision-making, improve financial performance and identify trends and areas for improvement
Policy	<ul style="list-style-type: none"> - Review and update financial policies and procedures to ensure alignment with best practices, regulatory requirements, and organisational goals
Stakeholder Relationship Management & Collaboration	<ul style="list-style-type: none"> - Establish and maintain quality internal relationships with kaimahi across the TWoA. - Act according to a clear set of ethical principles aligned with TWoA Ngā Uara and challenge behaviour which does not meet ethical standards. - Maintain the highest standard of both personal and organisational integrity in order that the reputation of TWoA is enhanced.

Key Responsibilities	Deliverables / Accountabilities
<p>Kaupapa Matua</p> <p>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:</p> <ul style="list-style-type: none"> - 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. - Participate in activities associated with the culture of our organisation (i.e pōwhiri, karakia, waiata). 	<ul style="list-style-type: none"> - Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa. - Actions of kaimahi are aligned with Te Wānanga o 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.
<p>Information Management</p>	<ul style="list-style-type: none"> - Create and manage records of TWoA activities in accordance with TWoA privacy, data, information, and records management policies and procedures.
<p>Health and Safety</p>	<ul style="list-style-type: none"> - Comply with all health, safety and wellness policy and procedures. - Recognise and address circumstances to prevent unhealthy or unsafe situations.
<p>Other Duties</p>	<ul style="list-style-type: none"> - Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications.
<p>The kaimahi shall be required to exercise all their skills and knowledge to achieve the position objectives and follow any current or future procedures and policies related to achieving them.</p> <p>The responsibilities and expectations outlined in this position description may alter as business needs change. In addition, specific objectives and outcomes will be agreed upon with the upline manager on an annual basis.</p>	

Person specification

<p>Qualifications:</p>	<ul style="list-style-type: none"> - Bachelor’s Degree in Commerce (or related field). - Chartered Accountant (NZ) or equivalent qualification (i.e. Certified Practicing Accountant or Chartered Institute of Management Accountants) - Full NZ Drivers Licence (Class 1).
<p>Essential Skills and Experience:</p>	<ul style="list-style-type: none"> - 7+ years accounting experience. - Strong understanding of financial statements and reporting processes, including PBE IPSAS standards. - Proven experience in budgeting, reforecasting and variance analysis. - Advanced technical accounting skills, including proficiency in accounting software, financial modelling, and data analysis. - Intermediate to advanced Excel skills. - Analytical mindset with attention to detail. - Intermediate user knowledge of Microsoft suite of applications (i.e. Outlook, Word, Power Point, Publisher) - Excellent communication skills, both written and verbal - Excellent relationship management skills - Understanding of Public Records and Privacy Acts - Excellent financial modelling and trend analysis skills - Proven ability to analyse, investigate and interpret data, issues and situations - Proven ability to accomplish tasks with accuracy and attention to detail - Excellent planning and project/task management skills
<p>Āhuatanga Māori</p>	<ul style="list-style-type: none"> - Engages in cultural activities and has a sound understanding of āhuatanga 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 āhuatanga Māori and support other kaimahi in the same endeavour - Understands and is an advocate for using Te Wānanga o Aotearoa values in the workplace
<p>Essential Attributes:</p>	<p>Approachability Makes others feel comfortable, welcomed and at ease should they need support, help or advice. Is perceived as helpful, genuine and amicable.</p> <p>Building Trust Develops, maintains and strengthens partnerships with others inside and/or outside the organisation who can provide information,</p>

	<p>assistance and support. Identifies and communicates shared interests and goals.</p> <p>Critical Thinking Examines issues and ideas and then identifies a variety of assumptions and perspectives, including both for and against, good and bad.</p> <p>Co-operation Works co-operatively as a member of a team, proactively sharing knowledge and information.</p> <p>Technical Credibility Uses technical knowledge, expertise and skills to perform effectively within a specific area or function.</p> <p>Drive for Results Steers self and others to achieve or exceed results; overcomes obstacles; drives performance; and has personal commitment to excellence and a focus on attaining goals.</p> <p>Time Management Uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once.</p> <p>Initiative Is proactive and looks at improving current systems and processes, looks at things in new and better ways.</p> <p>Adaptability Adjusts behavioural style or method of approach to the needs of a situation to achieve a goal.</p> <p>Relationship Management Proactively develops and maintains effective internal and external relationships to facilitate the achievement of work goals</p>
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