

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:	Coordinator – Puna Reo Accounts	
Uepū / Wāhanga / Department:	Rangatahua/Puna Whakatupu	
Takiwā / Rohe / District:	As per letter of offer	
Wāhi Mahi / Location:	As per letter of offer	
Reports to:	Aukaha - Puna Whakatupu	
Whakatau ki / Direct reports:	n/a	
Indirect Reports:	n/a	
Māka Pūtea / Salary Grade:	Level 5, Allied	
Wā Roanga / Tenure:	As per letter of offer	
Key Relationships:	Internal:	All Te Wānanga o Aotearoa (TWOA) kaimahi
	External:	- External Stakeholders (Contractors and Suppliers) - Tamariki and whānau - Relevant external agencies and providers (TEC, MoE, NZQA)

Pūtake Tūranga / Role Purpose

The primary purpose of the **Coordinator – Puna Reo Accounts** is to provide centralised database and financial support for Puna Whakatupu to achieve the effective and efficient administration of funding requirements including maintaining the Student Management System (SMS).

The role is responsible for the accurate, timely, and compliant management of all accounts-based and database functions for Puna Whakatupu and will support the effective operation and sustainability of the Wāhanga by:

- Ensuring 100% accurate and up-to-date financial records meet audit, review, and privacy requirements.
- Submitting invoicing and fee processing within required timeframes in conjunction with submission of funding and data returns aligned with regulatory and organisational requirements.
- Ensuring accurate and compliant enrolment and attendance data.
- Complying with Puna Whakatupu and TWOA policies and procedures.

Key Responsibilities	Deliverables / Accountabilities
Financial Administration	- Manage day-to-day financial administration for Puna Whakatupu, including: ○ Accounts receivable (parent fees, invoicing, subsidies). ○ Accounts payable (supplier invoices, reimbursements). ○ Fee schedules, discounts, and payment plans. - Process weekly fee charges and receipts accurately and within required timeframes. - Process monthly and quarterly invoice statements for whānau. - Reconcile bank accounts and fee balances within required timeframe. - Initiate the requisition process. - Provide financial insights and forecasts to assist in strategic planning. - Evaluate financial risks, advise Aukaha – Puna Whakatupu and support mitigation strategies. - Prepare financial reports for the Aukaha – Puna Whakatupu, including: ○ Fee arrears and aged debtor reports. ○ Monthly income and expenditure summaries. ○ Financial analysis to identify trends, patterns, and opportunities for improvement. - Liaise with families/whānau regarding account queries in a professional and respectful manner. - Work with external providers (e.g. WINZ, accountants, payroll, finance teams) as required.
Database and Records Management	- Maintain accurate and up-to-date records across all Puna Whakatupu databases, including: ○ Tamariki enrolment fee structure, and withdrawals. ○ Funding and childcare subsidy eligibility and documentation. ○ Whānau contact, bank, and payment data with direct debit agency. ○ Data listed with debt collection agency. ○ Initiating and receipting of resources and service in the TWoA purchasing system.

Key Responsibilities	Deliverables / Accountabilities
	- Ensure data integrity, confidentiality, and compliance with privacy requirements. - Audit data for accuracy and completeness within agreed schedule. - Prepare and submit required data returns and reports within agreed timeframes.
Funding and Compliance Support	- Support the administration of Early Childhood Education (ECE) funding by: - o Submitting accurate Certified Teacher contact hours to MoE. - o Generating frequent absence reports and accurately applying the funding rules. - o Notifying Puna Managers of 20 Hours ECE eligible tamariki. - o Assisting with funding claims and reconciliations. - Submit accurate ECE Census data to MoE. - Ensure accuracy of Childcare Subsidy funding by reviewing applications and completing the Service Provider section of forms. - Ensure the Advance Funding reports are uploaded to SMS within the required timeframe. - Ensure financial and data processes align with: - o Ministry of Education (MoE) requirements. - o Puna Whakatupu and TWoA policies and procedures. - Maintain clear and auditable records to support reviews, audits, and inspections. - Comply with financial regulations, internal policies, and accounting standards. - Stay updated on relevant laws and regulations for Puna Whakatupu and recommend/support necessary changes to maintain compliance.
Management and Process Improvement	- Contribute to continuous improvement of accounts and data processes, identifying areas for process improvement in financial operations. - Develop and maintain simple guides or checklists for accounts and database tasks.

Key Responsibilities	Deliverables / Accountabilities
	- Provide support, mentoring and training to Assistants on SMS. - Ensure electronic processing implementation and process optimisation across Puna Whakatupu. - Streamline workflows, automate manual processes, and implement best practices to enhance efficiency, accuracy, and effectiveness. - In conjunction with Aukaha – Puna Whakatupu make decisive decisions on financial transactions.
Driving for Business Performance: Role content specific to the relevant subject matter expertise or specialism of this role. Responsibility for specific KPIs or performance and or reporting metrics.	- Accountable for task completion and quality. - Set clear direction for self. - Seek own development and take accountability. - Provide feedback and build trust. - Contribute to team capability and cohesion.
Financial Responsibility	- Use resources responsibly. - Understand cost implications.
Problem Solving Requirements	- Make task decisions within role scope. - Escalate complex, strategic or people-related issues. - Follow established processes.
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 will follow and work by these guiding principles.	- Able to articulate the history, evolution and unique context of Te Wānanga o Aotearoa. - Actions are aligned with Te Wānanga o Aotearoa leaders. - Ngā Uara are applied in a manner that protects the mana of Te Wānanga o Aotearoa, leadership peers and kaimahi.
Communications and Relationship Management Effectively builds and maintains relationships that uphold the	- Communication style and frequency support internal and external contact with stakeholders.

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reputation and mana of Te Wānanga o Aotearoa	
Information Management Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.	- Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere. - Create and manage records of TWoA activities in accordance with TWoA privacy, data, information, and records management policies and procedures.
Health and Safety Uphold and comply with the Health and Safety at Work Act 2015. Demonstrate a commitment to Te Wānanga o Aotearoa health and safety policies and procedures and take reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety and well-being of others.	- Report potential risks, incidents and near misses so the organisation can investigate, and eliminate or minimise harm or risk of harm, in accordance with TWoA Health and Safety policies and procedures. - Promote personal and team wellbeing. - Recognise and actively manages stress.
Other Duties	- Undertake other duties as required by the employer provided the kaimahi has the required skills and qualifications.
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. 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.	

Person specification

Qualifications:	- Diploma Level 5 in finance, accounting or related field. - Full NZ Drivers Licence (Class 1).
Essential Experience and Skills:	- 5+ years' experience in accounts administration and/or financial administration. - 5+ years' experience in data entry and database management. - Proven experience in an Early Learning or an education environment. - Experience with ECE funding and enrolment systems.

	- Experience with and understanding of privacy and confidentiality requirements. - Advanced user knowledge of Microsoft Office Suite. - Proven experience working and supporting diverse client groups. - Excellent relationship management skills with a demonstrated ability to work collaboratively across TWoA. - Strong motivational and empowerment skills. - Strong communication skills.
Āhuatanga Māori	- Demonstrated commitment to participating fully in cultural activities (e.g., pōwhiri / karakia /Te Whāriki) and exemplify Māori values. - Prepared to increase knowledge, understanding and everyday use of te reo and āhuatanga Māori and support other kaimahi in the same endeavour. - Te Kaupapa Mātua is understood and applied to mahi and relationships.
Essential Attributes:	Governance Awareness & System Leadership - Understands governance roles. - Adheres to delegated authority. Critical Thinking and Strategic/Planning Contribution - Understands organisation's purpose. - Can articulate how their role contributes to organisational goals. - Contributes ideas. Understands how tasks relate to wider goals. Communication, Motivational and Empowerment Skills - Uses storytelling to influence behaviour and inspire teams to achieve goals and link to organisation purpose. Digital & Technology Fluency, Adoption & Modernisation - Uses basic digital tools. Data-Informed Decision-Making - Understands data. Innovation & Continuous Improvement - Suggests improvements. - Adapts practices.