Te Wānanga o Aotearoa

ARO TŪRANGA
Position Description

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*	Kaiārahi Utu Nama (Officer – Accounts Payable)	
Uepū / Wāhanga *Department*	Rangatahua	
Takiwā / Rohe *District*	Te Puna Manaaki	
Wāhi Mahi *Location*	As per Letter of Offer	
Whakatau ki *Reports to*	Team Lead Financial Transactions	
Māka Pūtea *Salary Grade*	Level 4, Allied	
Māngai Pūtea *Financial Delegation*	N/A	
Wā Roanga *Tenure*	As per Letter of Offer	
Ngā Rōpu Whaihua *Functional Relationships*	<u>Internal</u> • Kaimahi within Rangatahua • Other Uepū and Wāhanga Managers and Kaimahi	<u>External</u> • Government Agencies • Contractors and Suppliers • Creditors

Pūtake Tūranga **-** *Role Purpose*
The primary purpose of the role is to contribute to the success of the tauira journey by ensuring that the accounts payable functions at the organisation are provided in line with best practice accounting methods.

Key Performance Indicators	Success Factors
Transaction Processing - Good relationships with internal and external customers are developed and maintained - Process invoices for payment - Ensure all documentation is received and accurate - Reconcile creditor statements and process payments - Ensure creditor database is reviewed regularly - Ensure Hold batches are regularly updated and reviewed - Process Foreign transactions - Process Noho Marae payments	• Feedback from customers about service is positive and no complaints are substantiated • All invoices are processed by the 17th working day of the month unless otherwise directed • All statements are reviewed and necessary follow-up with supplier by the end of each month • Journals are processed within 3 working days upon receipt from administrators • All other activities to be completed accurately, on time and to required timeframes • Regular review of hold batches • Noho Marae requests are processed within the agreed timeframes and within budget • Catering payments to be made Wednesday prior to the event • Foreign payments to be processed within 3 working days upon receipt
Data Process - Invoices are entered into Great Plains with correct purchase order numbers or authorisation daily. - Payment runs made. Payment done bi-weekly. - The ledger is maintained to the highest level. - Ensure payments and credits are clear each month. - Tutor invoices checked and paid twice weekly.	• Invoices entered and processed in timely manner. • All urgent payments processed with TWoA policies and procedures. • All invoices checked for authorisation and correct signing delegations are adhered to.
Customer Service - Timely, accurate and customer focussed feedback on customer queries	• Provide services that meet internal and external customer needs
Database - Monitor name, address and bank details are correct at all times	• Liaise with procurement on any required changes.
Hold Batches - Invoices that have not been authorised with a purchase order number are to be scanned to the department manager to authorise, code and return to accounts officer. These invoices are to be kept within a hold batch with detailed notes of when invoice scanned etc. - Hold batch invoices are to be followed up within 48 hours. Notes to be undated if invoice has not been returned authorised. - Invoices with queries on are to be held in hold batches with up to date notes also	• Hold batches are maintained to ensure accurate month end accruals

Noho Marae - Noho marae proposals are to be checked for correctness on receipt. Prompt follow up with administrators for missing documentation. - Payments are made promptly prior to noho taking place.	• Noho marae templates are to be processed within 10 days of noho date
Ad hoc Duties - Includes any team or departmental project that may be involved in	• Perform other position related duties as assigned
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 day-to-day mahi. - Support kaimahi experience and ensure that kaimahi 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 secure in the environment they work. - Technology and automation is used to the best advantage. - Kaimahi experiences are considered in all aspects of mahi undertaken. - Trends are analysed and adapted to support the kaimahi experience.
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 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.
Stakeholder Relationships - Establish and maintain quality internal relationships with kaimahi across the TWoA.	- Internal kaimahi relationships are established and maintained with effective communication and engagement and demonstrated outcomes.

- Establish and maintain meaningful strategic relationships with external networks and other relevant external groups. - Act according to a clear set of ethical principles aligned with TWoA Ngā Uara and challenge behaviour which does not meet ethical standards.	- Quality relationships established and maintained (underpinned by trust and mutually beneficial outcomes) with external stakeholders. - A professional and honourable reputation is maintained for the team on behalf of TWoA in all aspects and areas.
Information Management - Meet the statutory responsibilities detailed in the Data, Information, and Records Management Tikanga Whakahaere.	- Te Wānanga o Aotearoa records are created and maintained in corporate information systems, meeting specified information management standards and legislation.
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. - 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 powhiri, hosting visitors, recruitment drives and supporting other kaimahi in their roles.	- Requests by the employer are undertaken. - Professional development is undertaken as agreed. - Hui are attended as required. - Positive engagement in activities that contribute to the overall functionality and operation of Te Wānanga o Aotearoa.

The kaimahi 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 kaimahi manager on an annual basis at performance review.

Person Specification:

Qualifications and Experience	**Qualifications:** • Certificate Level 3 Administration/Business/Computing • NCEA Level 3 Mathematics (or equivalent) **Experience:** • 2+ years' experience in an area of specialisation • 1+ years' customer service experience **Āhuatanga Māori:** • Willing to participate in cultural activities and motivated to develop an 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 • Embraces a Māori world view underpinned by the values of Te Aroha, Te Whakapono, Ngā Ture and Kotahitanga
Technical Skills Are the specialised skills and abilities required for a particular role	• Intermediate user knowledge of Microsoft suite of applications (ie. Outlook, Word, Power Point, Publisher) • Advanced user knowledge of Microsoft Excel • Excellent written and oral communication skills • Excellent relationship management skills • Excellent planning and project/task management skills
Behavioural Skills and Attributes Behavioural Competencies are the role specific behaviours and attitudes required by kaimahi (staff) to be successful in their roles	**Approachability** Makes others feel comfortable, welcomed and at ease should they need support, help or advice. Is perceived as helpful, genuine and amicable. **Attention to Detail** Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved. **Customer Focused** Builds positive rapport with all external and internal customers. Is attentive and responsive to their needs and is proactive when finding solutions. Goes beyond expectations in providing exceptional support, advice or help. Represents Te Wānanga o Aotearoa in a positive light. **Integrity and Honesty** Establishes credibility and trustworthiness through appropriate actions; and is considered consistent; dependable and honest. **Negotiating** Explores alternatives to gain acceptance to ideas and reaches outcomes that gain the acceptance of most parties. **Organising**

	Marshals resources (people, funding, materials and support) to get things done; orchestrates multiple activities at once to accomplish a goal; uses resources effectively and efficiently; and arranges information to a high standard. **Planning** Accurately determines the length and difficulty of tasks and projects; sets clear, realistic and measureable goals; sets priorities and time parameters to accomplish tasks and projects, anticipates road blocks and develops contingencies to redirect tasks so momentum is maintained. **Time Management** Uses time effectively and efficiently; concentrates efforts on the most important priorities; and independently handles several tasks at once.