

MANAGEMENT ACCOUNTANT

Function: Finance
Reports to: Finance Manager
Location: Taradale Campus | Hawke's Bay
Arrangement: Permanent Fulltime
Date: July 2026

Pūtake | Purpose

- One of two management accounting roles to provide accurate, timely and relevant financial information and advice for the Institute.
- Provide management accounting support and financial analysis in the areas of budgets, forecasting, financial performance and business decision support.
- Develop business partnering relationships with internal (and external) stakeholders across all campuses.

Ngā Whanaungatanga | Working Relationships

Internal: Finance Team, Executive Leadership, Directors and Managers across all business units, budget holders and cost centre managers, People and Culture
External: External auditors, consultants and advisors, suppliers and service providers, regulatory agencies, professional accounting bodies

Mana Whakahaere | Resource Delegations

Financial: N/A
People: N/A

Kawenga Mahi | Accountabilities

Management Accounting

- Prepare and understand monthly and ad hoc financial reports and analysis;
- Monitor on and report to faculty and service section financial performance in relationship to budgets and plans;
- Prepare profitability analysis and reports e.g. programme viability, and analyse or contribute to business cases when required;
- Create and maintain excel spreadsheets and other financial models;
- Assist with monitoring and allocating capital budgets and expenditure
- Assist with the analysis of financial benchmarking data from time to time;
- Assist with the annual external audit process, and ad-hoc internal audit process

Budgeting and Forecasting

- Contribute significantly to running the annual budget process and reviewing budgets, particularly for faculty and service sections;
- Provide expertise to managers to assist with budgeting processes;
- In conjunction with Management and Financial Accountants, establish and maintain a system for recording and reporting on budget variations and ensuring that the financial consequences are reflected in subsequent reforecasts;
- Complete accurate forecast and report on them monthly

Systems Accounting

- Assist with the maintenance and development of finance systems in conjunction with the Accounting Team and Finance Manager;
- Provide training on the functionality of Workday Adaptive Insights, the internal EFTS/Budget/Forecast system, and other finance systems as requested, or when a skill gap is identified;
- Investigate, recommend and implement improved controls and processes as required;
- Document all process and procedures relevant to this position;

Training and Customer Service

- Assist Deans, Directors, Heads of School and other managers with financial analysis and management support (including budgeting, reporting performance on a monthly basis and forecasting);
- Assist managers in budgeting and variance reporting;
- Assist the Finance Manager and Management Accountant in training EIT staff to enhance the overall level of financial literacy;
- Assist Faculties and Sections to identify ways to improve the financial performance of their cost centres, including programme viability;
- Ensure a high level of customer satisfaction is maintained;

Team Support

- Assist the Finance Manager in the preparation of annual reports and specific financial projects from time to time;
- Meet regularly with the Finance Manager, and provide monthly reports on section activity;
- Provide backup for the other Management Accountant, Accountant, Financial Accountant, & Team Leader – Transactional Processing and Finance Manager;
- Play an active part in the finance team, supporting the Finance Manager and other functions within the team.

General Responsibilities:

- Comply with EIT policies and procedures.
- Contribute to a healthy workplace by implementing safe work practices and strategies to effectively manage personal wellbeing.
- Undertake additional responsibilities and tasks relevant to this position as requested by the manager.

Demonstrate commitment to:

Te Tiriti o Waitangi: Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre: Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity: Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence: Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga, Wheako, Mōhiotanga, Tohu Mātauranga | Skills, Experience, Knowledge and Qualifications**Knowledge and Experience**

- Experience in management accounting essential
- Experience with computerised accounting systems, advanced excel, report writing and general computer use essential
- Experience in financial planning, finance systems and procedures, and audit requirements essential
- Experience of financial budgeting essential
- Knowledge or experience of Tertiary Education institutes preferred
- Knowledge or experience in financial accounting essential

Special Aptitudes

- Excellent oral and written communication skills essential
- Ability to work closely with all levels of management and staff
- Excellent negotiation skills
- Having a customer-centric mindset in the provision of financial services
- Commitment to provide or improve services to internal and external clients
- Ability to plan, co-ordinate and achieve objectives
- Ability to work as part of a team essential

Personal Attributes

- Able to set and work to priorities
- High degree of integrity and personal standards
- Friendly and approachable
- Self motivated and keen to make a difference
- Able to work in an environment of change

Qualifications

- A relevant tertiary qualification essential
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Ngā Uara o Te Aho a Māui | Values of EIT**Herea te momoho | Inspire success:**

- Support continuous learning and improvement through collaboration.
- Encourage innovation and challenge existing ways of working to achieve better outcomes.

- Recognise and celebrate the achievements of ākonga, kaimahi, and whānau.

Herea te tangata | Nurture whanaungatanga:

- Build and maintain genuine relationships through manaakitanga, care, respect, and generosity.
- Honour wairuatanga by recognising and respecting diverse identities, perspectives, and needs.
- Work collaboratively in service of ākonga and communities, demonstrating kotahitanga to achieve shared goals and outcomes.

Herea te mana | Act with integrity:

- Act with honesty and integrity, doing what is tika and pono, even when it is not easy.
- Uphold the mana of others through respectful, trustworthy, and principled interactions.

Herea te pono | Be committed:

- Make sustained contributions toward shared goals and outcomes, aligned to a collective kaupapa.
- Take accountability for actions, impact, successes, and challenges.
- Maintain personal wellbeing and support the oranga of others to remain resilient in times of change.

Document information – Office use only	
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