

Finance Manager

Kaupapa | Purpose

Lead the finance team to manage day-to-day transactional operations including accounts payable, accounts receivable, and general ledger functions, ensuring accurate and timely financial processing and reporting to support organisational performance and compliance.

This role also oversees balance sheet integrity, cash flow management, statutory reporting, and external audit processes, while providing leadership and development for the Finance Operation Team.

Reports to: Head of Finance

Team: Finance

Remuneration: \$98,900 - \$131,900 (Fixed Remuneration excluding KiwiSaver)

Ārahi | Lead

Support the Head of Finance with the delivery of transactional finance functions, statutory financial reporting, and compliance with financial policies and accounting standards, through accurate financial processing and reporting. Provide values-based leadership and management to the Finance Operations team.

Ensure the wellbeing, productivity, performance, and development of the Finance Operations team. Implement relevant strategic initiatives within the Finance Operations team through delivery of key financial projects, encouraging team-level innovation, and contributing to the implementation of continuous quality improvement across Toi Ohomai.

Maintain oversight of the annual cashflow forecast model and ensure the model is updated regularly. Ensure there are appropriate processes in place to manage Toi Ohomai's funding and cash flows over short, medium and longer term.

Demonstrate visibility and engagement across Toi Ohomai activities.

Collaborate with other Toi Ohomai managers and leads to ensure delivery is connected and aligned.

Ngā mahi | Do

Coordinate the Finance Operations Team to deliver accurate, timely, and compliant financial operations, including financial close processes and working with auditors to ensuring all reporting meets statutory requirements, and is in alignment with organisational goals and financial integrity.

Provide day to day guidance, coaching, and support to finance team members, fostering a high-performing, collaborative culture that supports continuous improvement and capability growth.

Support the Finance Business Partner to deliver the partnering model together with internal stakeholders to provide clear, insightful financial reporting, analysis, and business cases, to inform decision-making by the Senior and Executive Leadership Teams.

Ensure compliance with financial policies, procedures, and accounting standards, proactively reviewing and updating documentation, and supporting cost centre managers in meeting delegated authority and sensitive expenditure guidelines.

Demonstrate commitment to:

Ākonga at the center through ensuring positive outcomes for ākonga in all aspects of their learning journey.

Te Tiriti o Waitangi and Māori Success by positively championing and contributing to the success of partnerships with Iwi, Hapū and Mana Whenua, honoring Te Tiriti o Waitangi to uplift Māori success.

Equity by identifying and removing barriers to participation and achievement, and fostering inclusive, culturally responsive environments where all ākonga and kaimahi can thrive.

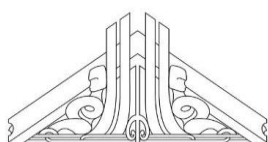
Vocational Education Excellence through building responsive provision and services to meet the needs of ākonga, and stakeholders and to enable future sustainability.

Pūkenga | Have

Minimum bachelor's degree or equivalent qualification in Accounting, Finance, or a related field. CA or CPA membership.

Significant experience in managing transactional finance operations, including working with auditors.

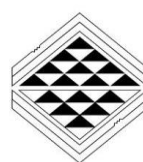
Significant experience leading and developing finance teams, including mentoring staff, managing performance, and fostering a collaborative and high-performing team culture.



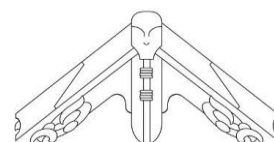
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

Evidence of ongoing professional development that enhances knowledge and practice relevant to the position

Experience in advocating and/or leading the inclusion and application of Te Tiriti o Waitangi practices in a workplace setting.

Experience in supporting and advocating the use of te reo Māori, tikanga and mātauranga Māori in the workplace.

Demonstrated practice in advocating and supporting approaches that promote equity and prioritise the needs of priority groups.

Waiaro | Be

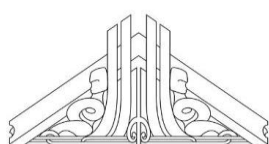
At Toi Ohomai, Toiohomaitanga describes our way of doing and being. It reflects how we care for each other, work together, and uphold our shared purpose. These behaviours apply to all kaimahi, with expectations scaled to the nature and level of each role. They guide how we show up in our mahi, contribute to our collective success, and reflect our commitment to Ā mātou uara | Our values in everyday practice.

Ako: Demonstrates curiosity and a commitment to continuous learning. Applies new knowledge to improve practice and outcomes and actively contributes to a culture of shared growth. This supports toitūtanga by sustaining excellence and adaptability over time.

Authentic and Inclusive: Fosters inclusive environments where people feel safe, respected, and able to be themselves. Actively includes diverse perspectives, addresses inequities, and supports others to thrive. These behaviours reflect manaakitanga through care, generosity, and upholding the dignity of all.

Connected: Builds and maintains strong, trusting relationships across teams and communities. Fosters cross-functional collaboration by sharing knowledge, aligning efforts, and supporting others to achieve shared goals. Communicates with empathy and respect, contributing to a shared sense of purpose. This strengthens whanaungatanga by nurturing meaningful connections and collective wellbeing.

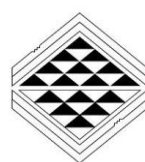
Innovative and impactful: Identifies opportunities to improve and applies evidence, creativity, and courage to drive meaningful change. Uses data and insights to inform decisions, challenge the status quo, and focus on outcomes that matter for ākonga, kaimahi, and communities. These behaviours reflect kotahitanga, recognising that lasting improvement is strengthened through collaboration and shared purpose.



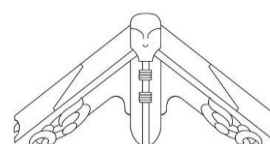
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

Engaged: Actively participates in Toi Ohomai initiatives that advance our vision. Shares knowledge, supports others, and contributes to a positive, forward-focused culture. This is how we can live kotahitanga, working together with unity and purpose.

Self-aware: Demonstrates humility, reflection, and openness to feedback. Understands the impact of their actions and takes responsibility for creating conditions where others can thrive. This reflects toitūtanga through thoughtful and courageous practice that supports respectful relationships and sustainable ways of working.

Ngā Hononga Mahi | Working relationships

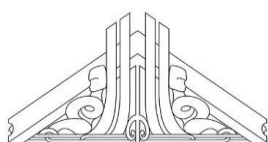
Internal: Senior Leadership, , cost centre owners, all kaimahi.

External: External Auditors, Government Agencies, suppliers, contractors

Resource delegations and responsibilities:

Financial: As per delegated authorities

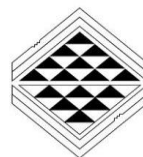
People: 5-6 direct and indirect reports



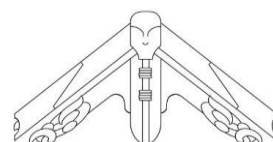
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA