

POSITION DESCRIPTION

Position:	Kaipāneke Kete Pīpī (Finance Administrator)	
Team:	Te Taituarā (Business Unit)	
Reporting to:	Kaihautū Taituarā (Business Manager)	
Staff Responsibility:	Nil - Collegial support to other Taituarā kaimahi	
Job Purpose:	<p>Kete Pīpī is part of Te Taituarā (Business Unit) and works to ensure that the organisation has prudent financial management systems so that services can track, monitor and plan their services according to available financial resources. This team contributes to the organisation's strategic mission through:</p> <ul style="list-style-type: none"> Ensuring kaimahi are well resourced and supported to achieve their objectives Maintaining effective finance control processes Achieving a financially viable model within funding opportunities <p>The key responsibility of this position is to ensure provision of high-quality finance and resource management processes for Te Oranganui.</p>	
Accepted by:	Employee Signature:	Date:
<<NAME>>		

Background

Te Oranganui is an Iwi governed Health and Social Service Organisation. Established in 1993, Te Oranganui has eight service lines and covers the iwi boundaries of Ngāti Apa/Ngā Wairiki, Te Ātihaunui a Pāpārangi and Ngā Rauru Kītahi. The eight services are;

Te Waipuna	Medical Centre
Te Taihāhā	Disability Support
Waiora Hinengaro	Mental Health and Addictions
Toiora Whānau	Whānau & Community
Te Puawai Whānau	Tamariki & Whānau
Waiora Whānau	Health & Wellbeing
Tairanga Ora	Health & Wellbeing / Covid Support
Te Taituarā	Business Unit

Te Oranganui
Kaiapāneke Kete Pīpī Position Description

Our Vision	Korowaitia te puna waiora, hei oranga motuhake mō te iwi
Our Mission	Investing in transformational wellbeing where whānau are at the centre of everything we do.
Our Values	
<i>Kotahitanga</i>	<p>Kei te Kotahitanga o ngā kūmete nō uta, nō tai te orange o te iwi</p> <p>We are working for a common cause to effect positive change for the whānau we serve. We are collaborating with marae, hapū and iwi to build smarter capability and capacity for the collective. We are innovators of change, building a movement for transformation.</p>
<i>Whanaungatanga</i>	<p>Nō te whānau, mō te whānau</p> <p>We acknowledge whānau are the experts in their own lives. We care what whānau have to say about our services. We listen. We act. We learn.</p>
<i>Pono</i>	<p>Kia mau, kia ū ki ngā kete mātauranga nō ngā tupuna</p> <p>Our delivery and commitment to whānau, each other, and our partners is underpinned by Mātauranga and Kaupapa-Māori. We are well informed and value the knowledge we hold.</p>
<i>Tika</i>	<p>Whaia te ara tika ahakoa te aha</p> <p>Whānau ability to attain wellbeing is a fundamental right. We believe in a just fair system and so, we will always do the right thing, even when it's not the easiest thing. We are honest and transparent. We honour our word.</p>

Key Result Area 1. Financial Management Systems – Accounts Receivable (Debtors)

- 1.1. Receive a copy of Income contracts and maintain clear and precise records for monitoring.
- 1.2. Ensure coding and timing is accurate when preparing debtors invoices.
- 1.3. Ensure all invoices are due to be sent out by the 10th of each month.
- 1.4. Work with other services (in particular DSS) to complete weekly and fortnightly invoicing as required.
- 1.5. Outstanding debtors will be reconciled and worked through with the relevant Service. Aiming to have all queries resolved before they reach 90 days overdue. Ensure that cash payments via Petty cash or Debit card are reconciled and entered into the General Ledger monthly.
- 1.6. Credit notes must be authorised by the Business Manager or relevant Service Manager as well as 'Write Offs' according to the Te Oranganui 'Delegations of Authority Policy'.
- 1.7. Reconcile complex Debtors accounts when needed to track accuracy, including copies of relevant information to support claims. Follow up with Debtors to resolve variances as soon as possible.
- 1.8. Maintain an understanding of (and report as appropriate) variances particularly as they relate to underperformance of Fee for Service income lines.
- 1.9. Reconcile the monthly Aged Receivables report and analyse for accuracy or concerns.

Key Performance Indicators

- Debtor accounts sent on time, without error and according to approved procedures
- Outstanding debtors followed up to maximise receipt of potential income
- Data is always accurate and timely
- Works within scope of TOT policies and procedures
- Accuracy of financial accounts and information

Key Result Area 2. Account Reconciliation

- 2.1. Manage the bank reconciliation of all relevant accounts on a daily/weekly basis so that variances or issues can be resolved in a timely manner.
- 2.2. Complete the monthly reconciliation by the 7th of each month.
- 2.3. Liaise with the Medical Centre to identify payments received as frequently as possible.
- 2.4. Maintain accurate and up to date records for easy retrieval and audit.
- 2.5. Publish monthly Bank Reconciliation Report and analyse for accuracy or concerns reconciling these to month end workpapers.

Key Performance Indicators

- Accurate and timely completion of bank reconciliation

Key Result Area 3. Administration Support

- 3.1. To work proactively to ensure that finance systems, procedures are observed within the organisation.
 - 3.1.1 Complete monthly cross charge workpaper for journaling by 5th of the month
 - 3.1.2 Complete monthly Whānau Direct reconciliation by the 5th of the month
 - 3.1.3 Import payroll information into the system as required
- 3.2. To support the Team to ensure adequate separation of duties and conflict of interest.
- 3.3. Maintain filing systems completing filing regularly ensuring these are up to date and secure, and able to be retrieved easily in case of absence.
- 3.4. Be willing and able to assist the Business Manager and Team Member with other tasks if required.
- 3.5. Support development and maintenance of appropriate finance policies and procedures.

Key Performance Indicators

- Works collaboratively with Business Unit to ensure delivery of timely and accurate outputs
- Support is recognised and appreciated by Team members
- Number of incidents where paperwork is not able to be sourced

Key Result Area 4. Knowledge & Relationships

- 4.1. To stay abreast of developments and work constructively with colleagues to build a strong customer service focus to kaimahi that will enhance the service provided to whanau.
- 4.2. Continuously build your knowledge base on the developments of accounting best practice working to understand the other key result areas expected of Kete Pīpī.
- 4.3. Work across Te Taituarā when required to ensure that internal kaimahi experience a seamless & positive Te Taituarā experience

Key Performance Indicators

- Ongoing development evidenced by growing skill base
- Positive feedback on support provision from kaimahi and Managers

General Provisions

- Actively participate in Te Oranganui kaupapa activities including attending hui, karakia, whakawhanaungatanga, waiata sessions etc.
- Uphold the principles of Whanau Ora – working across teams and functions; acknowledging the unique skills and abilities all kaimahi bring.
- Ensure you maintain an accurate and up to date understanding of Te Oranganui policies and that you uphold these at all times.
- Provide reception cover as and when necessary including (but not limited to) rest and meal breaks or to cover planned and unplanned leave.

Te Oranganui
Kaiapāneke Kete Pīpī Position Description

- Ensure the health & safety of yourself as well as others in your working environment, upholding organisational health and safety policies and procedures at all times.
- Maintains own safe working environment and contributes to the safety of others
- Is aware and complies with responsibilities under Health and Safety at Work Act (2015) and any subsequent amendments or replacement legislation; can identify hazards to which they may be exposed and/or they may create and takes action to eliminate or mitigate these.
- Proactively promote Te Oranganui in a positive light in all activities.
- Actively participate in ongoing professional development.

The above statements are intended to describe the general nature and level of work being performed by the job holder. They are not construed as an exhaustive list of all responsibilities, duties, or skills required of the job holder. From time to time, personnel may be required to perform duties outside of their normal responsibilities as needed

PERSON SPECIFICATION

Experience & Qualifications

- Tertiary level qualification (Level 5 or higher) in Finance or Business Management or commitment to attain one within two years
- Knowledge of financial information systems; particularly Xero
- At least 2+ years' experience in a similar role

Essential skills

- Strong computing skills including the Microsoft Office suite
- Accuracy and strong attention to detail
- Organisation skills
- Manage multiple priorities
- Sound judgement and analysis
- Ability to work under pressure

Personal Attributes

- Commitment to whānau, hapū and Iwi
- A friendly "Can Do" attitude
- Ability to converse and understand Te Reo Māori me ōna tikanga
- Ability and willingness to work positively as a member of a team

Physical Attributes – Administration positions

- Occasional lifting up to 10 kg
- Must be able to work in an office environment
- Manual dexterity needed for keyboarding and other repetitive tasks
- Sitting for extended periods of time
- Hearing and speech sufficient to communicate with others enabling direct and telephone communication
- Visual ability sufficient to read accurately, write/record in a legible manner and perform normal duties of this position

Other Requirements of this Position:

- Current clean, NZ full driver's licence
- Must be able to pass Te Oranganui's background check process