



### Job Description

<b>Job Title</b>	Finance Business Partner - Kaitaunaki Tahua Pūtea ā-Pakihi
<b>Reports to</b>	Chief Financial Officer - Tumuaki Take Tahua Pūtea
<b>Service</b>	Finance
<b>Direct Reports</b>	Assistant Accountant
<b>Location</b>	HomeGround 140, Hobson Street, Auckland CBD
<b>Date prepared</b>	January 2025

### Background

Auckland City Mission - Te Tāpui Atawhai supports Aucklanders in greatest need. Our services have evolved as the city's social needs have done and we respond to these needs with care and compassion while advocating for a reality where there are: enough suitable homes, enough money for nutritious food and easily accessible health care for all.

Since our doors opened more than 100 years ago, this has been our 'why'. We offer support for however long and in whatever way needed – for some people that's simply accessing one of our many services, for others that's a complex journey with our full support.

### Position Summary

The Finance Business Partner -- Kaitaunaki Tahua Pūtea ā-Pakihi is responsible for supporting the CFO, Finance Team and wider Mission organisation by providing efficient and effective Finance Business Partner support. This will encompass all aspects of management accounting, financial analysis and reporting including budgeting, and forecasting with a focus on active partnership with operations and management. This will include assistance in real time, support and analysis, advisory and decision support as well as ad hoc project analysis and business performance assessments supporting contract requirements. This role is pivotal in the provision of accurate and robust management reporting and planning information, and strategic analysis.

### Key Responsibility Areas

- Meet financial reporting obligations, in context of monthly reporting and annual external audit.
- Assist with identification and reporting of any internal audit and risk requirements.
- Ownership of the Profit and Loss accounting and accuracy to cost centre level, including reporting and analysis on associated costs and revenue streams, including interpretation of margins and cost management in all relevant areas of the Mission.
- Effectively consolidate inputs to assist in development of budget, business planning, forecasting and monthly reporting processes.
- Assist in development and implementation of policies and processes to improve capacity and quality of management accounting information.
- Provision of timely and accurate reconciliation of data to ensure accuracy of outputs and high-level understanding of variances.
- Provision of timely and accurate detailed analysis of results and forecast projections, including cost centre level performance commentary and financial coaching/business partnering with business managers.
- Work with the business unit and cost centre managers to assist with any financial queries and information requests.
- Assist with the accounting, monitoring and reporting of funding contract requirements including support for grant applications and any additional requirements for tender items.
- Assist in the coordination, execution and monitoring of projects and activities across the finance and wider Mission as required.
- Attendance and active participation in regular team and organisational meetings and activities, assisting and working collaboratively with other team members and employees as required in a polite, efficient and effective manner.
- Meets all statutory and internal requirements of the services including those relating to Health and Safety.
- Assist with project work and ad hoc requests as required.
- Demonstrates knowledge and willingness to learn in all areas and services provided by the Auckland City Mission, its business units and other related entities (including Auckland City Mission Foundation, Auckland City Mission Housing Limited and others).

### Qualifications, Experience, Knowledge and Skill Requirements

Essential	Role-specific
<p>Evidence of inter-personal and communication (written and oral) skills.</p> <p>Reputation for driving for results and for dependability to achieve goals successfully.</p> <p>Excellent team building, collaboration and partnering skills, with aptitude for getting things</p>	<p>A finance/accounting professional qualification</p> <p>Membership with a recognised professional accounting body (i.e. CA ANZ)</p> <p>Understanding and experience in preparing GAAP and/or IFRS financial statements</p> <p>Complex reconciliation experience</p>

<p>done through both formal and informal channels.</p> <p>Reputation for personal integrity and reliability.</p> <p>Commitment to the Auckland City Mission brand and culture.</p> <p>Commitment to embodying the principles of the Treaty of Waitangi in organisational practice.</p> <p>An appreciation of the multi-cultural nature of both New Zealand and the Mission's staff, volunteers and clients.</p> <p>Willingness to advocate for (social Justice), improved social conditions and a fair sharing of the community's resources.</p>	<p>Working knowledge of The Charities Act (2005), PBE Standards (XRB) and other related legislation</p> <p>Detailed oriented, deadline driven and financial performance reporting experience</p> <p>Good systems exposure with the ability to grasp new technology quickly</p> <p>Self-starter with strong ability to work effectively in a team</p> <p>Strong ability to work in a fluid and dynamic environment with tight schedules and deadlines</p> <p>Able to work effectively with all levels of staff within the organisation</p>
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