



Job Title:	Finance Assistant
Department:	Ranga Tōpū / Corporate Services
Responsible to:	Finance Manager
Purpose Statement:	To provide financial administration to the organisation.
Mission:	<i>Mauri ora ki te Mana Māori</i> Realising Whānau Potential
Values:	Kotahitanga: We are kaupapa driven and work with each other and others to enhance Whānau potential. Whānaungatanga: We are customer/whānau driven and actively foster and form positive relationships, partnerships, alliances and connections. Kaitiakitanga: We exhibit custodianship and are stewards of our resources to advance the kaupapa. Whakamana: We are outcome focused and recognise, respect and uphold mana.
Relationships:	External – Auditors, Funders, Suppliers, Customers Internal – TToH Executive Management Team, Service Managers, Team Leaders, Staff, Te Haaro Runanga/Committees – Audit and Risk Committee
VCA Role	Not a children’s worker
Structure:	Refer to Structure Chart

KEY ACCOUNTABILITIES

Kaupapa Te Taiwhenua o Heretaunga

- Contribute to the delivery of effective and integrated services as part of a team and individually
- Work with manager and colleagues in a respectful and professional manner at all times maintaining focus on the kaupapa, and doing what it takes to advance the kaupapa
- Have an awareness of the wider support network that TToH offers whānau
- Understand and promote all aspects of the TToH Kaupapa
- Adhere to and apply TToH values in all aspects of TToH's work
- Participate in TToH kaupapa activities, including karakia, waiata and marae noho
- Take opportunities for cultural development to advance understanding, competence and contribution to the kaupapa
- Participate in TToH systems including the Management Operating System (MOS) and/or Tu Kahikatoa performance system, to maintain focus and achievement of performance deliverables
- Adhere to organisational and professional quality standards and work within team to promote continuous improvement of policies, procedures and practices
- Participate in regular peer supervision and/or professional supervision
- Work in a reflective manner and take opportunities for self-development

Accounts Receivable

- Processing of invoices and coding in the accounting system in an accurate and timely manner within the designated timeframes.
- Account queries are followed up on in a timely manner
- Send out monthly statements and match payments for all sub-ledgers
- Produce and manage the Aged Receivables Reports, ensure all debtor receipts are appropriately received.
- Maintaining the Receivables and Product modules of the accounting system

Accounts Payable

- Compliance of creditor invoices, supporting documentation (i.e. quotes, requisitions and purchase orders) and approval for payment within the TToH Delegations Policy.
- Processing of creditor invoices into the accounting system in an accurate and timely manner.

- Reconciliation of the creditor invoices and statements.
- Produce and manage the Aged Payables Summary Report, ensuring creditor payments are appropriately made.
- Account enquiries are followed up on in a timely manner.
- Ensure creditor payments and staff reimbursements are uploaded into the appropriate banking system within required time frames.
- Payment to IRD (PAYE, GST assessments and payments, etc), within the designated timeframes.
- Maintaining the maintenance of the Payables module of the accounting system

Cash Management

- Ensure the monthly reconciliations of petty cash floats and credit cards are completed within the required timeframes.
- Preparation of the banking deposit to be banked at the end of each week and month end.
- Ensure bank accounts are reconciled accurately and within required timeframes. Any issues / discrepancies are dealt with quickly and efficiently.
- Notifying Hauora Heretaunga and Te Whare Karamu administrators of client automatic payments each week.
- Reconciling residential facilities (Supported Housing, Ararau Residential, Te Ahurutanga, Te Whare Karamu and Te Waireka Otane) client accounts and follow up queries with key support workers.
- Ensure all financial internal controls are adhered to.

Team

- Collaborate, contribute and share knowledge, skills, and abilities to achieve organisation goals within working groups
- Initiate and nurture effective working relationships with team members, experts and networks
- Manage workload in accordance with all relevant standards and contract requirements, meeting assigned milestones and targets
- Carry out assigned duties as directed by Manager, remaining flexible and able to carry out different tasks or work in different teams as required
- Prioritise attendance at Team meetings to ensure consistent messaging and understanding, and delivery of support to colleagues/projects
- Provide support and training to others as part of in-service training in areas of expertise

Quality and Development

- Ensure improvements in processes, procedures and controls to improve the efficiency and accuracy of the accounts production.
- Prepare supporting documentation and additional information as necessary to facilitate the annual external audit process.
- Participation in internal and external audit processes as required

Sector Knowledge

- Maintain knowledge, understanding and current developments of relevant sector to inform service delivery

Health and Safety

- Work safely and keep others safe at work, maintaining familiarity with health and safety policy and procedures.
- Promote and participate in health and safety, maintaining a safe workplace, and ensuring that any safety equipment is used correctly at all times.

Other Duties

- Carry out additional duties from time to time as requested by management.

The key accountabilities of the role may change from time to time so that TToH is able to adapt to changes in the business environment.

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Current Full Driver's Licence.
- Relevant tertiary qualification at a Certificate or Diploma level in Business or Accounting

SKILLS AND EXPERIENCE

Essential

- Studied or relevant experience in the field of Accounting and/or Finance.
- Experience working with Microsoft Office applications and accounting software.
- Excellent communication skills.

Desirable

- Experience working with Xero accounting software and application partners
- Experience with payroll processing
- Knowledge of Te Reo Māori me ona Tikanga Māori
- Proven experience working effectively with Māori organisations and an understanding of the Principles of Te Tiriti o Waitangi

PERSONAL ATTRIBUTES

- Flexible and adaptable.
- Enthusiastic, determined, tenacious and persistent.
- Can prioritize and has very good time management.
- Can work to deadlines.
- Sets high standards for self and others.
- Honest and reliable.
- Responsible and effective team member.
- Consistent and stable, can work under pressure.
- Empathetic, equitable and ethical.
- Confidential and trustworthy with Te Taiwhenua o Heretaunga intellectual property.

Works well with people

- Clear sense of direction and purpose
- Team player
- Sense of humour and fun
- Accountability
- Problem resolution skills
- Positive can do attitude
- Imaginative and innovative in work-related situations