



Job Title	Finance Manager
Service	Financial Services
Location	Mission Head Office
Reports to	CFO
Direct reports	Financial Accountant, Assistant Accountant, Accounts Receivable Specialist, Accounts Payable, Payroll Administrator
Key Relationships	<p>Internal</p> <ul style="list-style-type: none"> • Senior Leadership Team • Leaders and Managers • Peers and co-workers <p>External</p> <ul style="list-style-type: none"> • Banking providers • External auditors

Our Mission

Together we stand with those in desperate need.
We provide immediate relief and pathways to enable long-term wellbeing.

Our Values

Manaakitanga

Manaakitanga is behavior that acknowledges the mana of others as having equal or greater importance than one's own, through the expression of aroha, hospitality, generosity and mutual respect.

Justice (Manatika)

Committed to equity and seeking dignity for all we will fearlessly advocate with and for those who are going without.

Partnership (Rangapū)

Firstly, the Auckland City Mission recognises the principle of partnership within Te Tiriti O Waitangi.

Secondly, our commitment to partnership stems from a belief that manaakitanga, equity and social justice need to be pursued both within partnerships and through them.

For us partnership is characterised by mutual trust, integrity, respect, transparency and commitment.



Background

Auckland City Mission has, for over 100 years, provided a range of Social Services for those in desperate need. While the people, their needs and consequently our services have changed over that time our philosophy of giving not charity, but a chance has not.

The services we offer at present are focused on giving a chance to people who are sleeping rough or who are inadequately housed, those who struggle with food insecurity, with drug and alcohol addiction, who need affordable primary healthcare, or any of the above and more.

Job Purpose

The Finance Manager is responsible for supporting the CFO and wider Mission organisation in all aspects of Finance, Payroll and reporting services including staff management, balance sheet and cash management, forecasting, external audit, analysis and business reporting as required.

Contribution to the financial strategy will include adding value to decision making and ensuring financial services is an effective partner to the organisations within the Auckland City Mission group, focussing on process efficiency and driving change through continuous improvement.

Key Responsibilities

Service Delivery

- Demonstrate leadership by fostering and maintaining a high performing, collaborative team and culture
- Develop and focus on team and individual development highlighting sustainability, growth, succession planning and cross-application of skills
- Understand key business and commercial risks, opportunities and value drivers including non-financial aspects

Professional practice

- Add value through oversight of preparation of financial reporting with balanced consideration of all financial and non-financial drivers including results, trends and forecasts/expectations
- Understand key organisational risks, opportunities and each individual organisational unit through considered advice and comprehension of unique organisational requirements
- Ensure financial reporting and associated required financial practices are performed in a timely, accurate and insightful way adding value with respect to business activity and outlook
- Oversee the month-end process by supporting the other team members including Management, Financial and Assistant Accountants
- Proactively engage with organisation results utilising financial information and current trends to identify and deliver areas of business improvement and cost savings
- Assist in driving an effective strategic procurement culture and process by providing insightful planning, coordination of information and facilitation of accurate financial information feeding into procurement activities and RFP/contract negotiations
- Manage day to day treasury requirements. Enhance and maintain a systematic approach to cashflow management. Maximising return from investments by effectively managing working capital and cash available to invest.
- Oversee the statutory external audit process and ensure compliance with external reporting requirements
- Oversight/management of day-to-day aspects of payroll including review and processing as required
- Further develop a finance centric internal audit approach and process cycle including policy and process development review
- Assist in management and delivery of the financial inputs of the annual business review and annual planning process including end to end budget and reforecasting activities
- Champion improvements in technological capabilities of financial services with a focus on efficiency and



organisation-wide integration including stakeholder engagement, training, standardisation/automation

Health and Safety

- Maintain a safe and healthy work environment by role modelling the Health and Safety Plan and complying with all Mission safety and legal regulations
- Report and record any incidents as per the Incident Management Procedure. Incidents are to be reported immediately to line management and relevant incident reporting documents are completed by the close of business
- Mandatory training is completed and kept up to date

Stakeholder Engagement

- Build and maintain positive and professional relationships with internal and external stakeholders ensuring both written and verbal communication is professional
- Work collaboratively to ensure best outcomes

Regulatory and Compliance

- Quality of notes are appropriate, concise and easily understood and recorded in a timely manner and in accordance with auditing, legal and legislative requirements
- The Companies Act 1993, Charities Act 2005, Goods and Services Act 1985, Health and Safety at Work Act 2015, Holidays Act 2003, Income Tax Act 2007 and Trusts Act 2019
- The Privacy Act 1993, the Official Information Act 1982, The Human rights Act 1993, and the Health and Disability Act 1996 are adhered to

Professional Development

- Take an active role in own professional development
- Attend professional development courses and seek professional advice outside your own scope
- Participate in external and internal training and workshops as required

Being part of Auckland City Mission

- Adhere to all Auckland City Mission organisational policies, procedures and guidelines standards of integrity and conduct
- Uphold and promote Auckland City Mission values at all times
- Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.
- Participate in other duties, activities or events across the organisation as required or able to do so
- Regularly attend team, service and wider organisational meetings



Essential Skills

- 5 years post qualification experience including proven team management and development skills
- Chartered Accounting or relevant body membership
- Commitment to embodying the principles of the Treaty of Waitangi in organisational practice.
- Strong ability to build rapport, build and maintain relationships
- Ability to handle sensitive information in a confidential manner
- Ability to solve problems and be resourceful
- Evidence of inter-personal and communication (written and oral) skills in a multi-cultural environment
- Excellent collaboration and partnering skills, with aptitude for getting things done through both formal and informal channels.
- Reputation for personal integrity and reliability.
- Commitment to the Auckland City Mission brand and culture.
- Empathy and understanding of issues of trauma, mental health, addiction, poverty and homelessness.
- An appreciation of the multi-cultural nature of both New Zealand and staff, volunteers and clients of the Auckland City Mission.
- Willingness to advocate for (social Justice), improved social conditions and a fair sharing of the community's resources.
- Full clean driver's licence

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