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| **Job Title** | Manager – Reporting, analytics and systems |
| **Service** | Financial Services |
| **Location** | Mission Head Office |
| **Reports to** | CFO |
| **Direct reports** | Senior Management Accountant, Finance Business Partner – Housing, Finance Analyst |
| **Key Relationships** | **Internal**   * Senior Leadership Team * Finance Manager * Leaders and Managers * Peers and co-workers   **External**   * System providers * External auditors |

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

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| **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. |

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| **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. |

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| **Job Purpose** |
| The Manager of Reporting, Analytics and Systems is responsible for supporting the CFO, finance team and wider Mission organisation in all aspects of financial reporting processes, data management and analytics including, Payroll and financial services systems, assistance in forecasting, analysis, external audit (statement of service performance) and business reporting and analytics as required to support the organisations financial decision-making and transparency.  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. |

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| **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, including those requiring mentoring for growth in areas of analysis, reporting and data management. 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**   * Prepare and maintain accurate and timely financial reporting by cost centre, programme, project, including income statements, balance sheets, cash flow statements, and variance analysis. * Ensure compliance with regulatory reporting requirements for not-for-profit organizations. * Develop and implement financial reporting best practices and standards. * Oversee the collection, organization, and analysis of financial data to support budgeting, forecasting, and strategic planning. * Implement data quality control measures to ensure accuracy and integrity of financial data. * Manage databases and financial software systems to streamline data retrieval and reporting processes. * Evaluate and recommend improvements to existing financial systems and reporting tools. * Collaborate with IT and external vendors to implement and maintain financial software and reporting platforms. * Provide training and support to finance team members on system usage. * Collaborate with finance team to develop annual budgets and long-term financial forecasts. * Utilize data analysis to provide insights and recommendations for budget optimization, in support of decision-making and future investment activities * Ability to comprehensively model and forward forecast with the added skill of distilling information for those in front facing and service delivery positions * Embracing real-time, accurate reporting that is multifaceted and dimensional * 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 Tax 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 |

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| **Essential Skills** |
| * Minimum 5 years post qualification experience including proven team management and development skills * ICCANZ Chartered Accounting or relevant body membership * Demonstrable experience with systemisation and implementation – project lead or main involvment * Commitment to embodying the principles of the Treaty of Waitangi in organisational practice. * Reputation for personal integrity and reliability. * Strong ability to build rapport, build and maintain relationships including evidence of inter-personal and communication (written and oral) skills in a multi-cultural environment * Ability to handle sensitive information in a confidential manner * Ability to solve problems, be practical, hands on at times and be resourceful * Excellent collaboration and partnering skills, with aptitude for getting things done through both formal and informal channels. * 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 |
| **Approved by:**  Name – Marnie Webber  Position - CFO  Signature  Date: 25.09.23 | |