

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, as part of Te Taituarā (Business Unit), ensures that Te Oranganui maintains strong and prudent financial management systems. This enables services across the organisation to confidently track, monitor, and plan their activities in alignment with available financial resources.</p> <p>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 sustainable operating model within funding streams and opportunities <p>The primary responsibility of this position is to provide high-quality finance and resource management processes that support the effective delivery of Te Oranganui services.</p>	
Accepted by: <<NAME>>	Employee Signature:	Date:

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	Research & Innovation
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>	Kei te Kotahitanga o ngā kūmete nō uta, nō tai te orange o te iwi 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.
<i>Whanaungatanga</i>	Nō te whānau, mō te whānau 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.
<i>Pono</i>	Kia mau, kia ū ki ngā kete mātauranga nō ngā tupuna 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.
<i>Tika</i>	Whaia te ara tika ahakoa te aha 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.

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

- 1.1. Maintain accurate and accessible records of income contracts to support effective financial monitoring.
- 1.2. Ensure all debtor invoices are coded correctly and processed within expected finance timeframes.
- 1.3. Ensure invoices are issued promptly in line with standard finance processes.
- 1.4. Work with relevant services to support weekly and fortnightly invoicing requirements.
- 1.5. Work with relevant services, as required, to proactively investigate and resolve outstanding debtor queries in a timely and accurate manner. Ensure all cash payments received at the Medical Centre are correctly recorded, reconciled, and banked in line with established financial processes.
- 1.6. Process credit notes and write-offs in accordance with Te Oranganui's Delegations of Authority.
- 1.7. Reconcile complex debtor accounts as required, ensuring accuracy and maintaining supporting documentation.
- 1.8. Identify and report significant variances, including trends in fee-for-service revenue.
Review and reconcile aged receivables regularly, analysing accuracy and identifying any 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
- Financial data and records are maintained accurately and updated within expected timeframes.
- All finance activities are completed in alignment with Te Oranganui policies, procedures, and delegated authorities.

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- Financial records and reconciliations are consistently accurate and meet required quality standards.

Key Result Area 2. Account Reconciliation

- 2.1. Perform regular bank reconciliations for all relevant accounts, ensuring any variances are identified and resolved promptly.
- 2.2. Deliver consistent, accurate monthly reconciliations as part of the organisation's month-end cycle.
- 2.3. Collaborate with the Medical Centre to confirm and reconcile payments received, maintaining clear communication as needed.
- 2.4. Maintain accurate, up-to-date financial records to support effective auditing and retrieval of information.
- 2.5. Prepare reconciliation reports as part of the month-end process, analysing results and identifying any issues or trends for follow-up.

Key Performance Indicators

- Bank reconciliations are completed accurately and within expected finance timeframes.
- Variances or discrepancies are identified, investigated, and resolved promptly.
- Reconciliation records and supporting documentation are well-maintained and audit-ready at all times.
- Payment information from the Medical Centre is accurately identified, allocated, and reconciled.
- Month-end reconciliation outputs (reports, summaries, findings) are completed to a high standard and contribute to reliable financial reporting.

Key Result Area 3. Administration Support

- 3.1. Support the effective operation of finance systems and processes by completing administration tasks accurately and within expected timeframes.
- 3.2. Prepare required cross-charging and reconciliation documentation as part of routine finance cycles.
- 3.3. Import payroll or related financial information into the system as required, ensuring accuracy and confidentiality.
- 3.4. Maintain organised, up-to-date filing systems (digital and physical) to ensure information is easily retrievable, secure, and audit-ready.
- 3.5. Provide administrative support to the Business Manager and Finance team where needed, contributing to appropriate separation of duties and robust internal controls.
- 3.6. Assist in the development, review, and maintenance of finance policies and procedures to support consistent and compliant practice.

Key Performance Indicators

- Administrative tasks are completed accurately, on time, and in line with established finance processes.
- Documentation and filing systems are consistently well-maintained, secure, and easily accessible.
- Support provided to the Business Manager and team is reliable, timely, and contributes to efficient workflow.
- Finance policies and procedures are adhered to and updates are supported when required.

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

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- 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 always uphold these.
- Provide reception cover as and when necessary including (but not limited to) rest and meal breaks or to cover planned and unplanned leave.
- Ensure the health & safety of yourself as well as others in your working environment, always upholding organisational health and safety policies and procedures.
- 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 qualification in Finance, Business, or similar (Level 5 or above), or a willingness to complete one within two years.
- Working knowledge of financial systems and software, particularly Xero.
- Two or more years' experience in a finance administration or accounts role, demonstrating accuracy and strong attention to detail.

Essential skills

- Strong computer competency, including confident use of Microsoft Office applications (Excel, Word, Outlook) and the ability to learn new systems quickly.
- High level of accuracy and attention to detail, ensuring financial data and documentation are consistently reliable.
- Excellent organisational and time-management skills, with the ability to prioritise tasks and manage multiple workflows effectively.
- Sound judgement and analytical ability, enabling effective problem-solving and decision-making within finance processes.
- Ability to work well under pressure, maintaining consistency and professionalism during peak periods such as month-end.
- Clear and effective communication skills, both written and verbal, to support collaboration with colleagues and services.

Personal Attributes

- Commitment to whānau, hapū and iwi, demonstrating respect for Te Ao Māori, kaupapa Māori values, and the communities Te Oranganui serves.

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- Positive, proactive “can-do” attitude, with a willingness to contribute to collective goals and support colleagues.
- Willingness and ability to engage with Te Reo Māori me ōna tikanga, and a genuine openness to ongoing cultural learning and development.
- Collaborative team player, who builds strong working relationships and contributes positively to team culture.
- Reliable, professional, and adaptable, able to remain steady and solution-focused during busy or challenging periods.

Physical Attributes – Administration positions

- Ability to work comfortably in an office environment, including regular computer and desk-based tasks.
- Manual dexterity sufficient for keyboarding and handling routine administrative or financial documentation.
- Capacity to sit for extended periods while maintaining focus and accuracy.
- Hearing and speech ability adequate for effective in-person and phone communication.
- Visual ability sufficient to read, review, and accurately process financial and administrative information.
- Occasional light lifting (up to 10 kg) may be required when handling files, equipment, or office supplies.

Other Requirements of this Position:

- Current, full New Zealand driver’s licence, suitable for occasional work-related travel.
- Ability to meet Te Oranganui’s pre-employment checks, which may include police vetting, credit or financial integrity checks (for finance-related roles), and reference checks.
- Maintains confidentiality and handles sensitive financial and personal information with discretion.
- Commitment to ongoing professional development, including training relevant to finance, systems, compliance, and kaupapa Māori.
- Willingness to support organisational needs when required, including assisting with reception or other administrative duties during planned or unplanned staff absences.