

Senior Finance Officer



REPORTS TO	Finance Systems Lead
DIRECT REPORTS	N/A
DELEGATIONS	Nil
SALARY BAND	Tier 6 band
HOURS OF WORK	80 hours per fortnight
LOCATION	Palmerston North
ROLE PURPOSE	<p>The Senior Finance Officer is responsible for maintaining an efficient and accessible financial system, providing accurate and timely financial information to aid informed decision-making and empower the people we serve to lead great lives.</p> <p>The Senior Finance Officer will hold pivotal responsibilities in the Corporate Services Finance Team, supporting both accounts payable and receivable, and ensuring the smooth reconciliation of accounts, among other duties outlined below.</p>
FINANCE TEAM PURPOSE	<p>Why: Our Purpose</p> <p>To provide a transparent and accessible finance system by providing access to accurate and timely financial information, so that informed decisions can be made, and our people are empowered to achieve great lives.</p> <p>How: Our Value Proposition</p> <ul style="list-style-type: none"> ▶ Financial Strategy: We develop and implement financial policies that support the long-term growth and sustainability of MASH Trust, aligning our financial goals with our mission and vision. ▶ Budgeting and Forecasting: We create and manage budgets and forecasts, ensuring the effective allocation of resources, enabling our organisation to maximise its impact. ▶ Accounts Receivable and Payable Management: We manage MASH Trust’s Accounts Receivable and Accounts Payable processes, ensuring timely invoicing, collection, and payments to maintain strong relationships with our funders, partners, and suppliers. ▶ Partnership and Support: We partner with all departments to provide financial guidance, support decision-making, and help drive the overall success of MASH Trust ▶ Compliance and Risk Management: We safeguard our organisation by ensuring compliance with financial regulations and managing financial risks, enabling our programs and projects to run smoothly and sustainably. ▶ Financial Reporting and Transparency: We provide clear, accurate, and timely financial information, to internal and external stakeholders, fostering a culture of transparency and accountability.

	<p>What: Our deliverables</p> <ul style="list-style-type: none"> ▶ Annual Budget: Prepare and manage the organisation's annual budget, working closely with department heads to allocate resources effectively. ▶ Financial Reports: Produce regular financial reports for internal and external stakeholders, including management, board members, and donors. ▶ Compliance and Audit: Ensure compliance with all finance policies, financial regulations, accounting standards, and coordinate annual audits by external auditors. ▶ Cash Flow Management: Monitor and manage cash flow to ensure the organisation has sufficient funds to meet its obligations and support its programs and projects. ▶ Management Accounting: Conduct financial analysis and provide recommendations to support strategic decision-making and improve financial performance. ▶ Fund Management: Track and report on contracts, ensuring the proper allocation and utilisation of funds in accordance with contractual obligations. ▶ Risk Management: Identify and manage financial risks, developing mitigation strategies to minimise potential impact on the organisation. ▶ Accounts Receivable Management: Oversee the invoicing process, monitor outstanding receivables, and follow up on overdue payments to ensure timely collections and maintain cash flow. ▶ Accounts Payable Management: Manage MASH Trust's bills, ensuring timely and accurate payments to suppliers and vendors, and maintain accurate records for financial reporting and auditing purposes.
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MASH Trust is an innovative provider of health and disability support services in the lower North Island based in Palmerston North, supporting over 2000 people and whānau.

MASH TRUST MISSION

Working together to achieve great lives.

OUR VALUES

Relationships	Build open relationships based on honesty and respect.
Communication	Communicate with an open mind and heart.
Mana	Recognise and promote the mana and strengths of the individual.
Opportunities	Take opportunities to learn and grow together.
Believe	Believe that together we will make a difference.
Fun	Make fun a goal.

KEY RELATIONSHIPS

Internal:

- ▶ Finance Manager
- ▶ Finance Team
- ▶ Other MASH Managers and staff.

External:

- ▶ Auditors
- ▶ Creditors/Debtors
- ▶ Crown entities

KEY RESULT AREAS

Key Accountabilities	Tasks	Performance Measures
Accounts Payable and Receivable:	<ul style="list-style-type: none"> ▶ Maintain an efficient and user-friendly Accounts Payable/Receivable system. ▶ Coordinate financial transactions and maintain precise records. ▶ Process expense claims and order forms following MASH Trust guidelines. ▶ Review and code supplier invoices, verifying essential details. ▶ Update and reconcile creditor/debtor accounts regularly, ensuring monthly account reconciliations are accurate and timely. ▶ Record cash book entries and General Ledger account journals. ▶ Prepare electronic banking transactions, coordinating with authorised signatories for approval and execution as required. 	<p>Accuracy: 99.5% accuracy in data entries for all financial transactions, including naming conventions, verified through monthly internal audits.</p> <p>Timeliness: Ensure that 95% of all invoices and expense claims are processed within 10 working days from the receipt date, as verified through email time stamps.</p> <p>Creditor days are <31 days</p>
Debt Collection	<ul style="list-style-type: none"> ▶ Assist in recovering money owed to MASH, including direct intervention and coordination with external providers. ▶ Escalating overdue accounts to Finance Manager with relevant background file. 	<p>Timeliness: 99.5% of overdue accounts are contacted within 5 working days of going into arrears and escalated within 5 days of passing 92 days overdue.</p>
Reconciliations	<ul style="list-style-type: none"> ▶ Complete daily, weekly, and monthly reconciliations of bank, card, and general ledger transactions. ▶ Escalate any unexpected variances during reconciliation processes. 	<p>Accuracy: 80% of responsible reconciliations are completed on time. Verified by monthly audits</p>
Relationship Management – Service Delivery	<ul style="list-style-type: none"> ▶ Address queries through various channels maintaining professional relationships. ▶ Provide stakeholders with the necessary financial information in a timely manner. ▶ Recognised as being approachable and able to assist team members in accomplishing tasks or providing guidance. 	<p>Stakeholder Satisfaction: Qualitative data based on feedback from internal & external users.</p>
Continuous Improvement	<ul style="list-style-type: none"> ▶ Carry out these responsibilities with a commitment to continuous improvement and a proactive approach to identifying and implementing enhancements in your role. 	<p>Personal reflection: Qualitative data based on personal reflection and discussion with team members.</p>

PERSON SPECIFICATION

Required competencies:

A successful Senior Finance Officer at MASH Trust will demonstrate the following competencies;

THOUGHT	Analytical Thinking	<ul style="list-style-type: none"> ▶ Utilises comprehensive understanding of financial principles to scrutinise and interpret complex financial reports and forecasts. ▶ Exercises critical thinking to identify trends, variances, and financial risks and opportunities.
	Problem-Solving	<ul style="list-style-type: none"> ▶ Independently navigates complex financial challenges, finding innovative solutions and improvements to processes. ▶ Leverages deep experience and foresight to anticipate potential issues and proactively address them. ▶ Knows when a challenge is required to be escalated
	Customer focus	<ul style="list-style-type: none"> ▶ Gain insight into customer needs. ▶ Identify opportunities that benefit the customer. ▶ Build and delivers solutions that meet customer expectations. ▶ Establish and maintains effective customer relationships.
RESULTS	Attention to Detail	<ul style="list-style-type: none"> ▶ Follow through on commitments and makes sure others do the same. ▶ Act with a clear sense of ownership. ▶ Take personal responsibility for decisions, actions, and failures. ▶ Establish clear responsibilities and processes for monitoring work and measuring results. ▶ Design feedback loops into work.
	Process Management	<ul style="list-style-type: none"> ▶ Demonstrates proficiency in creating efficient, user-friendly systems for accounts payable/receivable. ▶ Implements structures for continuous process improvement and enhancement, promoting efficiency and effectiveness in financial operations.
PEOPLE	Team Collaboration	<ul style="list-style-type: none"> ▶ Demonstrates a commitment to fostering a cooperative work environment, facilitating open and effective communication among team members. ▶ Takes initiative in building and nurturing relationships with stakeholders, maintaining professional relationships through various channels.
	Customer Orientation	<ul style="list-style-type: none"> ▶ Recognises and seizes opportunities to enhance service delivery to internal and external users of financial information. ▶ Demonstrates a clear understanding of stakeholder needs, providing them with timely and relevant financial information.

SELF	Reliability	<ul style="list-style-type: none"> ▶ Demonstrates a high level of reliability, meeting deadlines and consistently fulfilling commitments. ▶ Shows personal commitment to the role, taking responsibility for decisions, actions, and outcomes.
	Adaptability	<ul style="list-style-type: none"> ▶ Exhibits a proactive approach to work, adapting to changing circumstances and making informed decisions quickly. ▶ Demonstrates readiness to learn and adjust, leveraging feedback to improve personal and team performance.

Required experience/qualifications:

Job Specific Knowledge and Skills;

- ▶ Cultural understanding and adherence to the principles of the Treaty of Waitangi and Te Ao Māori
- ▶ Service focussed and people-centred approach
- ▶ Commitment to continuous quality improvement
- ▶ Experience in team collaboration and support
- ▶ Alignment with organisational vision, values, and purpose
- ▶ Sound financial and commercial acumen
- ▶ Excellence in written and oral communication, including report writing
- ▶ Strong organisational and time management skills
- ▶ Able to build rapport with people from a variety of backgrounds. Strong relationship building skills
- ▶ Constructive problem-solving abilities

Job specific experience;

- ▶ Familiarity with health and/or social or public service sectors
- ▶ Agile and innovative approach to tasks and responsibilities
- ▶ Experience in a large, multi-disciplinary, and dispersed organisation
- ▶ Understanding of tikanga and the implications for MASH
- ▶ Empathy for the communities MASH serves and understanding of the needs of individuals with disabilities
- ▶ Customer-centric approach to creating solutions

Qualifications and other requirements;

- ▶ Finance qualification or relevant experience preferred.
- ▶ Current, Full NZ Drivers Licence
- ▶ High level of computer literacy and use of Microsoft Suite of applications and software, and ability to learn and use financial information systems software
- ▶ Developed analytical skills
- ▶ Initiative in system innovation and optimization
- ▶ Demonstrated commitment to Te Ao Māori principles

Relationship building skills:

- ▶ Able to build trust and confidence between the business enabling services and the programme delivery divisions.

AUTHORISATION AND ACKNOWLEDGEMENT

The information contained in this position description is intended to describe the nature and level of work to be performed. This is not considered an exhaustive list of all the responsibilities, duties or skills required in the role.

This position description may be subject to change from time to time. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.

Signing this position description indicates agreement and acceptance of the contents and conditions.

Acknowledged/ Accepted:

Employee

Date

Manager

Date