

# Finance Business Partner

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## **Kaupapa | Purpose**

Partner with cost centre owners, Senior Leadership Team, and Executive Leadership Team to deliver accurate and timely management reporting, performance analysis, benchmarking, and support the development of budgets and forecasts. Build strong, collaborative relationships to enable informed financial decision-making across the organisation.

This role works collaboratively across enabling functions to ensure financial insight and accountability, ensuring alignment with strategic objectives through proactive engagement and robust financial planning processes.

**Reports to:** Head of Finance

**Team:** Finance

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## **Ngā mahi | Do**

Partner with cost centre owners and the Business Insights Team to deliver accurate, timely, and insightful management reporting, forecasting, and performance analysis, and provide support for strategic and operational decision-making.

Collaborate with other enabling functions to support the coordination and delivery of budgets, forecasts, and long-term financial planning processes to ensure alignment with Toi Ohomai's sustainability and strategic goals.

Compile, interpret, and analyse key financial data to inform budget holders, identify risks and opportunities, and provide guidance to ensure financial targets are understood and achieved.

Work closely with enabling functions to ensure compliance with relevant accounting standards, legislation, and internal policies, including the Delegated Authority and Sensitive Expenditure Policies. Collaborate with internal stakeholders and the Finance Systems Accountant to maintain and enhance financial systems, processes, and reporting tools, ensuring data integrity and timely delivery of financial insights.

Demonstrate visibility and engagement across Toi Ohomai activities.

**Demonstrate commitment to:**

**Ākonga at the center** through ensuring positive outcomes for ākonga in all aspects of their learning journey.

**Te Tiriti o Waitangi and Māori Success** by positively championing and contributing to the success of partnerships with Iwi, Hapū and Mana Whenua, honoring Te Tiriti o Waitangi to uplift Māori success.

**Equity** by identifying and removing barriers to participation and achievement, and fostering inclusive, culturally responsive environments where all ākonga and kaimahi can thrive.

**Vocational Education Excellence** through building responsive provision and services to meet the needs of ākonga, and stakeholders and to enable future sustainability.

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## Pūkenga | Have

Minimum Bachelor's Degree or equivalent qualification in Accounting, Finance, or a related field.

Significant experience in financial planning, budgeting, and performance reporting within a complex organisation, ideally in the public or education sector.

Demonstrated experience partnering with senior leaders and cost centre managers to provide financial insights, support decision-making, and drive accountability for financial outcomes.

Evidence of ongoing professional development that enhances knowledge and practice relevant to the position

Experience in advocating and/or leading the inclusion and application of Te Tiriti o Waitangi practices in a workplace setting.

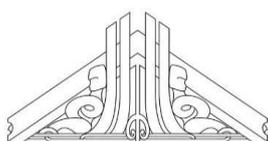
Experience in supporting and advocating the use of te reo Māori, tikanga and mātauranga Māori in the workplace.

Demonstrated practice in advocating and supporting approaches that promote equity and prioritise the needs of priority groups.

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## Waiaro | Be

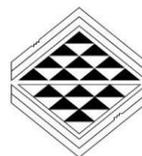
**At Toi Ohomai, Toiohomaitanga describes our way of doing and being. It reflects how we care for each other, work together, and uphold our shared purpose. These behaviours apply to all kaimahi, with expectations scaled to the nature and level of each role. They guide how we show up in our mahi, contribute to our collective success, and reflect our commitment to Ā mātou uara | Our values in everyday practice.**



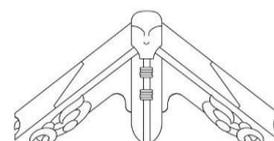
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

**Ako:** Demonstrates curiosity and a commitment to continuous learning. Applies new knowledge to improve practice and outcomes and actively contributes to a culture of shared growth. This supports toitūtanga by sustaining excellence and adaptability over time.

**Authentic and Inclusive:** Fosters inclusive environments where people feel safe, respected, and able to be themselves. Actively includes diverse perspectives, addresses inequities, and supports others to thrive. These behaviours reflect manaakitanga through care, generosity, and upholding the dignity of all.

**Connected:** Builds and maintains strong, trusting relationships across teams and communities. Fosters cross-functional collaboration by sharing knowledge, aligning efforts, and supporting others to achieve shared goals. Communicates with empathy and respect, contributing to a shared sense of purpose. This strengthens whanaungatanga by nurturing meaningful connections and collective wellbeing.

**Innovative and impactful:** Identifies opportunities to improve and applies evidence, creativity, and courage to drive meaningful change. Uses data and insights to inform decisions, challenge the status quo, and focus on outcomes that matter for ākonga, kaimahi, and communities. These behaviours reflect kotahitanga, recognising that lasting improvement is strengthened through collaboration and shared purpose.

**Engaged:** Actively participates in Toi Ohomai initiatives that advance our vision. Shares knowledge, supports others, and contributes to a positive, forward-focused culture. This is how we can live kotahitanga, working together with unity and purpose.

**Self-aware:** Demonstrates humility, reflection, and openness to feedback. Understands the impact of their actions and takes responsibility for creating conditions where others can thrive. This reflects toitūtanga through thoughtful and courageous practice that supports respectful relationships and sustainable ways of working.

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## Ngā Hononga Mahi | Working relationships

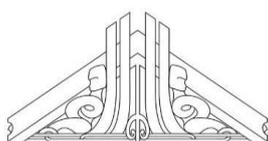
**Internal:** Executive Leadership Team, Senior Leadership Team, cost centre owners

**External:** External Auditors

**Resource delegations and responsibilities:**

**Financial:** Nil

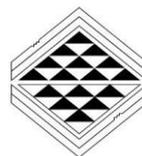
**People:** Nil



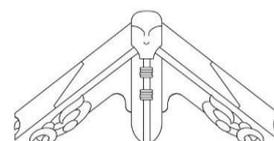
WHANAUNGATANGA



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