



## Position Description

<b>Position Title</b>	Finance Controller
<b>Date</b>	January 2024
<b>Approved by</b>	DRAFT – TO BE CONFIRMED

<b>Position holder</b>	TBC
<b>Reports to</b>	Chief Executive Officer
<b>Purpose of the position</b>	<p>The main responsibilities of the financial controller role is to:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> oversee the organisations day-to-day financial operations,</li><li><input type="checkbox"/> collaborate with the executive management team to establish more effective processes and controls to ensure the integrity of the organisation’s ledger,</li><li><input type="checkbox"/> coordinating and directing budgetary and financial forecasts,</li><li><input type="checkbox"/> ensure quality control for financial reporting and transactions,</li><li><input type="checkbox"/> manage and comply with reporting requirements and tax filings as per legislation.</li></ul>

<b>Working Relationships</b>	
<b>Internal – Tūwharetoa Health</b>	<b>External</b>
<ul style="list-style-type: none"> <li>▪ Chief Executive Officer (CEO)</li> <li>▪ Operations Manager and team</li> <li>▪ Human Resources Manager &amp; team</li> <li>▪ Whānau Engagement Manager and team</li> <li>▪ Chief Operating Officer (COO)</li> <li>▪ Head of Data Science and IT team</li> <li>▪ Pākeke Hauora Mai Manager and team</li> <li>▪ Pou Herenga / Te Tira Atamai Manager and team</li> <li>▪ Whānau, Pēpi and Tamariki Manager and team</li> <li>▪ Executive Management Team (EMT)</li> <li>▪ Trustees</li> </ul>	<p>Will include but not limited to;</p> <ul style="list-style-type: none"> <li>▪ Organisation’s appointed accountants</li> <li>▪ Organisations appointed financial auditors Te Whariki Aroha Collective Partners</li> <li>▪ Te Whatu Ora/Te Aka Whai Ora</li> <li>▪ Inland Revenue Department</li> <li>▪ Charities Commission</li> <li>▪ Organisations appointed banking provider/s</li> <li>▪ Organisations insurance broker and/or insurance provider</li> </ul>

<b>Standard Expectation, Attributes, Knowledge, and Skill</b>
<b>Analytical Thinking and Problem Solving:</b> Ability to both identify problems and use information to resolve them.
<b>Communication:</b> Ability to clearly convey thoughts, both verbally and in writing, and to listen to and understands others.
<b>Confidentiality:</b> Ability to maintain privacy and confidentiality in line with the Privacy Act (2020) and the Health Information Privacy Code (2020).
<b>Continuous Improvement:</b> Ability to understand and implement a continuous improvement process in respect of one's own performance, and the organisation's processes and services.
<b>Cultural Appropriateness:</b> Ability to provide culturally appropriate support to a wide range of clients. Knowledge and experience in Ngāti Tūwharetoa Tikanga and Kawa is desirable.
<b>Cultural Development:</b> Commitment to attending and actively participating in quarterly All Team Hui / Noho Marae.
<b>Health and Safety:</b> Ability to work responsibly under the Health & Safety at Work Act 2015.
<b>Policies:</b> Ability to become familiar with, and work in line with Tūwharetoa Health's policies.
<b>Relationship Development:</b> Ability to build and sustain effective relationships both internally and externally.
<b>Self-Management:</b> Ability to work autonomously and flexibly to achieve the purpose of the position and the goals of the organisation.
<b>Teamwork:</b> Ability to work with others to achieve goals.
<b>Treaty of Waitangi:</b> Knowledge of the principles of the Treaty and how these relate to the development of specific initiatives for Māori.
<b>Values:</b> Ability to conduct themselves in line with Tūwharetoa Health's principles and values of Whanaungatanga (Spirit of Family), Manaakitanga (Spirit of Support) and Huhuatanga (Spirit of Service Excellence).
Current Full New Zealand Driver License is essential.

<b>Position Specific Qualifications, Skills, and Experience</b>	
Qualifications	Bachelors qualifications in Finance, Economics, Accounting, Business Administration or Business Law
Knowledge, skills, and experience	<p>Relevant accounting experience.</p> <p>Thorough knowledge of accounting principles and procedures.</p> <p>Experience with creating financial statements.</p> <p>Excellent written and verbal communication skills.</p> <p>Ability to form strong relationships with internal and external stakeholders.</p> <p>Excellent organisation and administration skills.</p> <p>Energetic and motivated personality with great multi-tasking.</p> <p>Able to work under pressure to tight deadlines.</p> <p>Practical knowledge of Te Reo and tikanga Māori, or a willingness to learn.</p> <p>intermediate to advanced computer software skills, including Microsoft, Xero, Excel and other accounting packages.</p>

<b>Main Responsibilities</b>
Oversee the organisations day-to-day financial operations,
Collaborate with the executive management team to establish more effective processes and controls to ensure the integrity of the organisation's ledger,
Coordinating and directing budgetary and financial forecasts,
Ensure quality control for financial reporting and transactions,
Manage and comply with reporting requirements and tax filings as per legislation.

<b>Role Delegations</b>
<b>Financial (limits/mandates etc.)</b> – TBC
<b>Staffing</b> – One (1)