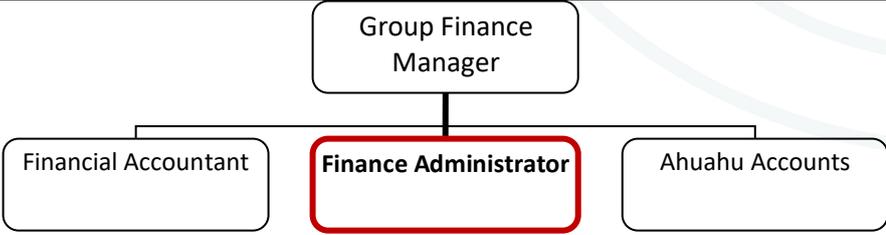


JOB DESCRIPTION

POSITION:	Finance Administrator	
LOCATION:	Either at Te Nehenehenui Offices, 49 Taupiri Street, Te Kuiti or Hamilton or otherwise as approved by Group Chief Executive Officer.	
TENURE:	Permanent	
TYPE OF POSITION	Full time (40 Hours per week)	
RESPONSIBLE TO:	Group Finance Manager	
DIRECT REPORTS:	Nil	
BUDGET RESPONSIBILITY:	As per approved budget	
DATE:	March 2023	
FUNCTIONAL RELATIONSHIPS	Internal Chief Executive Officer Chief Financial Officer Group Finance Manager Chairperson Board Trustees Sub Committees Management Team Staff	External Members of the Public Suppliers Contractors and consultants Legal Advisors Auditors External Service Providers Marae, Whānau, Hapū and Iwi
PURPOSE OF POSITION	<ul style="list-style-type: none"> • The Finance Administrator will uphold the identity and integrity of Ngāti Maniapoto and reflect the voice of Maniapoto descendants. • Support the Chief Financial Officer to deliver financial services to Te Nehenehenui (TNN) • Support the finance function • Deliver financial administration activities, including accounts processing, budgeting, analysis and reporting. • Support the Chief Financial Officer to ensure appropriate financial reporting systems, processes and policies are in place. 	
LEVEL / GRADE:	Junior/Intermediate	
PLACE IN ORGANISATION	 <pre> graph TD GFM[Group Finance Manager] --- FA[Financial Accountant] GFM --- FinAdmin[Finance Administrator] GFM --- AA[Ahuahu Accounts] </pre>	

THE FOLLOWING KEY TASKS AND DUTIES ARE REQUIRED TO REACH THESE OBJECTIVES

KEY ACCOUNTABILITY	EXPECTED RESULTS	KEY PERFORMANCE INDICATORS
Financial Accounts Processing		
<ul style="list-style-type: none"> To process / monitor the following within a timely and professional accounting standard: Creditors / Debtors including Grants and upload Te Pukeiti fee related tasks Bank Account reconciliations – including remittance advices, on-line banking print-offs Month End reconciliations for KPMG external Trial Balance review purposes; Uploading batch payments and transfers for approved counter authorisation of payments Annual Reconciliations for year-end Audit & Financial Statement purposes; and Any other accounts processing 	<ul style="list-style-type: none"> Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. Information and knowledge conveyed is accurate and timely and conveyed in a confident and professional manner. 	<ul style="list-style-type: none"> Assist with the preparation, check and analysis of regular & key account processing with accuracy within the month or annually.
Reporting (Internal / External)		
<p>This includes but is not limited to:</p> <ul style="list-style-type: none"> MMTB/MFT Financial Management Reports MMTB/MFT Cashflow Reports External Contractual Reports MMTB Level 2 Reports / Business Partnering purposes Te Pukeiti Fee's Reports 	<ul style="list-style-type: none"> To have knowledge of or a willingness to learn about key Office 365 programmes and other reporting programmes including add-on programmes. Prepare and professionally present reports including commentaries within the required timeframes and to the reporting / contractual standard. 	<ul style="list-style-type: none"> All reporting requests are complete, accurate and to a professional standard within the reporting / contractual timeframes.
Budgeting		
<ul style="list-style-type: none"> To assist with the preparation of monthly cash 	<ul style="list-style-type: none"> To complete any necessary spread sheeting and 	<ul style="list-style-type: none"> Assist with annual / quarterly budget preparation & reforecasting

KEY ACCOUNTABILITY	EXPECTED RESULTS	KEY PERFORMANCE INDICATORS
flow reports vs. budget.	reporting <ul style="list-style-type: none"> To undertake key discussions with MMTB Business units with the revision or development of budgets or reforecasts. 	as required for MMTB and /or MFT.
Record Management		
<ul style="list-style-type: none"> Maintain records according to generally accepted accounting principles 	<ul style="list-style-type: none"> To ensure all filing systems (soft / hardcopy) are maintained. All records are readily available for monthly review and annual audit purposes. 	<ul style="list-style-type: none"> Maintain all soft/hardcopy systems (incl. emails) in an efficient manner to accounting / legislative standards within the month.
Relationship Management		
<ul style="list-style-type: none"> Establish, manage, and maintain close working relationships with all internal and external contacts. Share expertise and best practice in project and cultural management to drive progress and support the integration of tribal values in project solutions and community projects. Attend and support tribal events in order to maintain positive relationships with Maniapoto people. To communicate outputs and outcomes of projects to the wider Maniapoto community and stakeholders where relevant. 	<ul style="list-style-type: none"> Effective, professional relationships and partnerships are developed and maintained with internal and external contacts. Information and knowledge conveyed is accurate and timely and conveyed in a confident and professional manner. Importance of maintaining integrity of stakeholder relationships and ensuring mechanisms promote best possible outcomes aligned to strategic vision of the Trust The Trust is seen to be responsive and constructive to all matters around communications of events, projects, and developments. 	<ul style="list-style-type: none"> A full professional image is conveyed in public fora at all times.
Team Contribution and Participation		
<ul style="list-style-type: none"> Contribute to the development, efficiency, and on-going success of the Trust. 	<ul style="list-style-type: none"> Planned individual and team professional development activities are completed. Planned individual and team performance management activities are completed. 	<ul style="list-style-type: none"> Tasks/projects are completed to the satisfaction of the Pou Manager and are consistent with the Trust policies and best practice standards.

KEY ACCOUNTABILITY	EXPECTED RESULTS	KEY PERFORMANCE INDICATORS
Health and Safety		
<ul style="list-style-type: none"> Proactively participates in and complies with all health and safety policies and procedures. Responsible for the maintenance of a safe and healthy work environment for self and others. Participate in training relating to health and safety when required. 	<ul style="list-style-type: none"> Complies with all the Trust Health and Safety Policies, procedures, and systems. Ensure that he/she works safely at all times and encourages others to do the same. Report hazards and accidents. Takes initiative to fix hazards. All workplace accidents and incidents are reported, and remedies are put in place. 	<ul style="list-style-type: none"> Promote a positive Health and Safety culture in the workplace.
General Business		
<ul style="list-style-type: none"> Carry out such other tasks as requested by the Pou Manager and/or CEO. Drive and complete key projects to efficiently and effectively deliver objectives, oversight of suppliers (where relevant) to ensure alignment of outcomes, resources and work programme. 	<ul style="list-style-type: none"> Undertake other duties as may be reasonably required from time to time. 	<ul style="list-style-type: none"> Tasks/projects are completed to the satisfaction of the Trust consistent with policies and best practice standards. The work programme is efficiently and effectively managed.

PERSON SPECIFICATION

Education and Qualification	Knowledge and Experience Required
<ul style="list-style-type: none"> A secondary school qualification (or equivalent work experience) is desirable. Evidence of competency in Microsoft Office applications, particularly Word, Excel, PowerPoint web, and graphic packages. Current Full New Zealand Driver's licence. 	<ul style="list-style-type: none"> Proven experience in a similar administrative/finance role supporting others, preferably in an iwi/Māori organisation. Experience working in Iwi/Māori organisations. Able to work at a computer for long periods of time. Experience working as an effective and participatory team player.
Specific Skills and Abilities	
<ul style="list-style-type: none"> Interpersonal and communication skills, with the ability to assimilate and communicate knowledge and information clearly and succinctly. Has a good knowledge of Te Reo and Tikanga Māori; Adaptive to a changing environment. Self-motivated and able to work unsupervised, using own judgment and 	<ul style="list-style-type: none"> Ability to follow policies and procedures and instructions from others. Ability to assimilate new knowledge quickly. A high standard of discretion, maturity, integrity, reliability, and loyalty. A positive attitude. Level headedness and patient with others.

initiative when necessary. <ul style="list-style-type: none"> • Attention to detail, particularly with regard to written documents. • Excellent time management and organisational skills. • Results focused with the ability to 'finish' tasks (a good finisher). 	<ul style="list-style-type: none"> • Able to focus energy and apply a consistent set of beliefs and priorities in pursuit of goals; works hard, perseveres, and has drive. • Comfortable with change and changing priorities
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CONDITIONS OF EMPLOYMENT

You are required to abide by all TNN Policies and Procedures.

Health and Safety

The hazards which the successful applicant may be exposed to in the course of undertaking these duties include:

Plant / Equipment	Visual display unit, keyboard, mouse, laptop
Physical	Substandard housekeeping (i.e. tripping over work items, uneven floor surface / slippery walkways (when wet), steep stairs)
Other / Tasks	Repetitive use – mouse and keyboard

Changes to Position Description

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment—including technological requirements or statutory changes. Such change may be initiated as necessary by the Pou Manager of this position and will be discussed with the incumbent prior to implementation. This Position Description may be reviewed as part of the preparation for performance planning for the annual performance cycle.