

Finance Manager – Position Description

New Zealand Playcentre Aotearoa Vision/Mission:

Whanau Tupu Ngātahi - Families growing together.

Playcentre is a family organisation where:

- we empower adults and children to play, work, learn and grow together
- we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- we value and affirm parents as the first and best educators of their children so that whānau are strengthened and communities enriched

Purpose of the Position

As a member of the national leadership team, this role contributes to Playcentre's leadership, strategy and planning.

The role is responsible for providing strategic financial advice, analysis and leadership to the organisation with the aim of providing long-term stability and growth to the financial well-being of the organisation and its affiliated Centres.

You will lead the Finance team, supporting and empowering them to develop strong working relationships with both kaimahi and Centres. You will work with the Finance team to ensure Centres are supported in their financial management skills, enabling them to develop and strengthen their Early Childhood Education service to members.

Please note this position description may change from time to time as reasonably required by Playcentre Aotearoa.

Place of Work

Negotiable

Reporting

The Finance Manager reports to the Chief Executive



“Whānau tupu ngātahi – families growing together”

Direct Reports

- Accounts Administrators
- Payroll Lead

Key Relationships

- National Management Team
- Regional Managers
- Ministry of Education and other aligned organisations
- Playcentre Aotearoa kaimahi
- Auditors

Key Attributes	
Leadership	<ul style="list-style-type: none">• As a member of the Playcentre management team, takes a proactive leadership role to collaborate, drive and lead performance supporting a strong organisation focus.• Generates confidence and commitment, leading by example, demonstrating, and modelling Playcentre values. Provides clear direction enabling others to perform to their optimum. Knows and respects their staff, building strong interpersonal relationships, drawing on a wide range of communication skills to inform, listen and encourage.• Consistently behaves in an honest, ethical, and professional manner. Promotes and advocates for the highest of personal and professional behaviour and evaluates the performance of staff in the light of those values.• Set objectives and drives results.• Manages team performance and develops team capability through coaching, mentoring, development planning and actively sharing knowledge and expertise.• Manages key stakeholder relationships.• Promotes and protects Playcentre values and ensures they are embedded in day-to-day practices.• Manage performance of direct reports including completion of annual performance appraisals.
Financial Strategy	<ul style="list-style-type: none">• Maintain and execute the overall financial strategy and financial policies for the organisation that enables it to operate effectively.• The strategies and policies are designed to:

	<ul style="list-style-type: none"> ○ Maximise value for the internal stakeholders. ○ Safeguard and develop the organisation’s assets and financial resources, ○ Ensure the appropriate level of governance is complied with.
<p>Financial Management</p>	<ul style="list-style-type: none"> ● Provide high quality, accurate and timely advice and information to the Trustee Board, Chief Executive, and National Management Team. ● Support all teams and Centres in increasing their financial understanding of their operations to guide appropriate decision making. ● Supports the Chief Executive with the development of the budget. Manages expenditure daily, reporting against budgets as required. Oversees the compliance with Grant funding approvals and reporting. ● Have oversight of the budget to ensure robust management of funds, including liaison with managers to ensure that variances against budget are explained and monitored. ● Undertake variance analysis across the organisation, be able to articulate drivers of variances and identify issues to management and recommend corrective action. ● Prepare the Parent and Group accounts for audit and liaison with the auditors, including ensuring accurate consolidation processes, and design of financial reporting templates for Centres. ● Manage the preparation of management reports, including routine reporting on financial performance - metrics and commentary. ● Monitor the cash liquidity position, to ensure all decisions being made will still maintain a comfortable cash position. ● Ensure the Delegated Financial Authority document is adhered to. ● Provide financial and analytical modelling support to the management team as required from time to time to enhance business decisions. Balance sheet management. ● Ensure bulk funding is distributed to Centres in a timely manner. ● Lead dissemination of research and good practice information. ● Lead development and implementation of national improvement initiatives. ● Build relationships / network with agencies and aligned organisations.

	<ul style="list-style-type: none"> • Manage the accounts payable process, ensuring payments are made on time and accurately. • Manage the accounts receivable process, ensuring the billing and collection process is accurate and timely. Aged receivables are managed effectively with minimal exposure to bad debts. • Collaborate with the Payroll Lead to manage the payroll process.
Financial Performance	<ul style="list-style-type: none"> • Closely monitor organisation performance against the strategic plan so that any deviations from the plan are detected early through monitoring and are brought to the attention of the Chief Executive and the Trustee Board.
Financial and Shared Services	<ul style="list-style-type: none"> • Ensure that the appropriate processes, systems and structures are in place to effectively deliver financial and other shared services across the organisation, including: <ul style="list-style-type: none"> ○ Payroll ○ Accounts receivable and payable ○ Grant revenue and accountability reporting
Reporting	<ul style="list-style-type: none"> • Responsible for Financial Reporting to the Chief Executive and Trustee Board. • Oversee, manage and report on strategic opportunities. • Lead and contribute to due diligence processes and report on outcomes. • Ensure compliance with generally accepted accounting standards, and statutory requirements for Charities Commission, Tertiary Education Commission, Ministry of Education and any other agency reporting as required. • Ensure compliance with GST requirements including the best GST reporting structure.
Grants	<ul style="list-style-type: none"> • Collaborating with the Grants Administrator to oversee funding process for organisation and provide support in funding proposals e.g., an overall guide on how Playcentre works including the bulk funding process and how Centres manage their own finances.
Budgets & Forecasts	<ul style="list-style-type: none"> • Coordinating the planning and budgeting processes and ensuring that they are integrated with the organisation's strategy. • Provide effective long-range forecasting through regular and effective engagement with the CEO and National Management Team.
Taxation & Standards	<ul style="list-style-type: none"> • Manage all aspects of the organisation's tax obligations, including but not limited to PAYE, GST, ACC levies and Withholding Tax. • Manage relationships with experts used for taxation and specialist accounting.

	<ul style="list-style-type: none"> • Ensure the organisation maintains its charitable and non-taxable status and complies with all relevant taxation legislation and accounting standards.
Manage Risk	<ul style="list-style-type: none"> • Apply strong internal controls in all areas of financial management, risk management and asset control. • Apply discipline in financial management, including overseeing managing cash and banking, treasury management, debt and cash flow, with appropriate segregation of duties. • Participate on due diligence team when examining investments. • Ensure that all initiatives, processes and contracts comply with organisation policies and legislation.
Business Opportunities	<ul style="list-style-type: none"> • Active involvement and the provision of advice on key opportunities, proposals and strategies so as to create increased value.
Support Governance Decision-Making Processes	<ul style="list-style-type: none"> • Contribute to effective governance of the organisation, including strategy implementation, cross-organisational issues, integrated business and resource planning. • Providing advice and objective financial analysis, enabling decision makers to make timely and informed decisions. • Monitoring, analyzing and reporting on financial performance, using the most appropriate combination of financial and non-financial indicators, and linking it to the wider performance framework.
Bicultural partnership	<ul style="list-style-type: none"> • Displays a demonstrated understanding of te ao Māori, including an appreciation of mātauranga Māori, tikanga Māori and te reo Māori. • Recognises and understands the principles of Te Tiriti o Waitangi and how they relate to Playcentre. • Participates in ongoing Treaty and Bicultural related training and other appropriate professional development.
Centre focused	<ul style="list-style-type: none"> • All Playcentre employees have responsibility for ensuring that their role and contribution (whether directly or indirectly) in the development, co-ordination and provision of services or support, proactively helps Centres to be able to undertake their work upholding and promoting Playcentre Aotearoa values and philosophy.

Health and Safety	<ul style="list-style-type: none"> • Undertakes work safely complying with the Health & Safety at Work Act 2015 and taking responsibility for your own actions. • Complies with all H&S information, instruction, Playcentre policies and procedures, training and supervision. • Reports any health & safety hazards, risks and incidents in the workplace immediately. • Complies with all requirements of return to work and rehabilitation plans.
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Key competencies	
Pou Hono: Valuing Māori	<ul style="list-style-type: none"> • Actively engages in promotion of Māori cultural values. • Recognise that others will bring/apply their cultural perspective to all discussions, decisions and actions. • Identifies cultural perspectives and bias in others and challenges their views in a manner that would cause them to self-reflect.
Analytical thinking	<ul style="list-style-type: none"> • Makes considered decisions and establishes clear goals and priorities to achieve desired outcomes. • Approaches problems analytically, from a variety of perspectives, identifying immediate and long-term consequences.
Building relationships	<ul style="list-style-type: none"> • Ability to establish trust and confidence of stakeholders. • Honest, respectful and open in delivery of communication.
Communication with influence	<ul style="list-style-type: none"> • Earns respect through competence in role and acting with honesty and integrity. • Conveys and supports agreed messages with relevant examples, demonstrations and stories. • Solution focused. • Be available for the Playcentre community to find a common ground and viable solutions that meet their needs as well as the needs for the Centres.
Consultation & collaboration	<ul style="list-style-type: none"> • Provide expert and valued advice to support stakeholders (internal and external) and build trust. • Draws on own knowledge and expertise to provide relevant advice to stakeholders.

Key competencies

Delivering results

- Is action oriented, having the energy, motivation, positivity and commitment to excellence to ensure achievement of results.
- Consistently achieves priority goals, seizes challenges, deals with any knock backs, and keeps themselves and others focused on achieving the required outcomes.

Person Specification

Skills and Attributes

- Excellent relationship management skills- proven ability to interact effectively and confidently with a range of stakeholders.
- Well-developed influencing skills to achieve effective outcomes that are owned by stakeholders.
- Excellent communication skills, both oral and written.
- Recognises the “big picture” in issues while also attending to detail.
- Organised- Excellent time management abilities, planning work around deadlines and tight timeframes with ability to multitask.
- Keeps abreast of Not-for-profit, charitable organisation accounting standards and good practice, trends and issues across the sector and related areas.
- Highly motivated and results orientated.
- Positive attitude with proven customer focus.
- Proficient in working collaboratively.
- Flexibility to travel and work remotely as required from time to time.
- Proven experience of leading strategic change that has led to enhanced organisational performance.
- A minimum of 3 years in a management role responsible for delivery of services/support.
- Proven experience in leading, managing, and motivating teams.
- Committed to Playcentre philosophy and values.
- Proven experience of operational and strategic management.
- A tertiary qualification in accounting.
- Extensive knowledge of acts, regulations and professional practices and standards relating to financial accounting and management. Early Childhood Education / Playcentre experience or knowledge is desirable.