

KO TAKU REO

Deaf Education New Zealand

Job Description / Performance Agreement

NAME:

POSITION: Business Manager (Finance)

TENURE: Full time, Permanent

RESPONSIBLE TO: Director of Corporate Services

DIRECT REPORTS: Financial Administrators

DIMENSIONS OF
RESPONSIBILITY: Financial Management
Professional Leadership
Professional Relationships and Values

DESCRIPTION:

Reporting to the Director of Corporate Services, the Business Manager (Finance) is responsible for:

- Ensuring alignment of business objectives with Board strategic goals
- Providing support and guidance to the management team as well as all direct reports in achieving business objectives.
- Management of the finance function of the organisation including financial planning, budgeting, accounting, reporting, controls, cashflow management and internal risk management.
- Ensuring all financial systems and processes are compliant, functional and sustainable.

SIGNED _____
Business Manager (Finance)

DATE _____

SIGNED _____
Director of Corporate Services

DATE _____

DIMENSIONS OF RESPONSIBILITY

Dimension One – Financial Management

Finances throughout Ko Taku Reo Deaf Education New Zealand are expertly managed.

Criteria	Key Tasks and Indicators
Finances are expertly managed.	<ul style="list-style-type: none"> • Ensure distribution of available financial resources is effective and efficient • Monitors finances regularly to ensure income received is as anticipated and early detection of any variations is acted upon promptly. • Monitors finances regularly to ensure expenditure is within budget and early detection of adverse budgetary trends. • Ensures all expenditure is approved within the recognised delegations. • Ensures supplier accounts are correct, paid on time, and within budget. • Ensures Accounts Payable Ledger is accurate, maintained and balanced monthly • Ensures monthly bank reconciliation processes are completed with accuracy and within set timeframes. • Ensures cashflow is effectively monitored and managed to meet current outgoings
Investments are expertly arranged and managed.	<ul style="list-style-type: none"> • Manages funds to ensure they are in appropriate bank investments to maximise investment return.

Insurance and claims are expertly managed (in conjunction with the Property & Asset Lead)	<ul style="list-style-type: none"> • Negotiates and oversees insurance of assets. • Ensures assets are adequately insured at all times. • Ensures insurance claims are managed in a timely manner.
Prepares budgets as per (annual) financial plan cycle	<ul style="list-style-type: none"> • Works with internal stakeholders to prepare draft budgets aligned to organisational, divisional and departmental objectives. • Prepares and presents a draft budget to the Director of Corporate Services that is accurate and aligned to organisational, divisional and departmental objectives.
Reports are completed on time and to a high standard, and documentation is maintained and complete.	<ul style="list-style-type: none"> • Presents monthly financial reports to the Finance Committee, Directors and Heads of Department and Leads. • Prepares Annual Accounts for the Board of Trustees, Executive Principal, auditors and the Ministry of Education (MOE), and ensures they are in line with Ministry guidelines including timelines. • Ensures the asset register is up to date. • Monitors and reports on banked staffing.
Adhoc reporting is timely, current, and accurately reflects financial functions to inform Directors and stakeholders of any adverse trends.	<ul style="list-style-type: none"> • Ensures reporting is accurate, detailed and concise, reflecting the current state financial services. • Ensures reports are current to support stakeholder decision making. • Ensures reports are reviewed by internal stakeholders in a timely manner, and are signed off by the appropriate persons. • Flags and reports any risk or unpredicted changes to relevant persons.

	<ul style="list-style-type: none"> • Ensures the Director of Corporate Services has access to high quality, important and/or urgent information. • Identifies and communicates regularly on variations between budget and expenditure to the Directors, Heads of Departments and Leads.
Support is provided on finance related matters to the Director of Corporate Services, direct reports, stakeholders, leaders and colleagues.	<ul style="list-style-type: none"> • Supports the Director of Corporate Services in finance related matters, working in collaboration and providing expertise. • Supports and liaises with Directors, Heads of Departments and Leads in the management of their budgets. • Leads direct reports, ensuring they have the direction, training and information necessary to complete their tasks to a high standard. • Responds promptly to any requests for information or confirmation of data from stakeholders and colleagues, following appropriate authorisation. • Supports and educates stakeholders and other relevant persons to interpret information in reports. • Ensures stakeholders understand the implications of trends and data within reports.
Formal and informal reviews of systems and processes are valuable and are conducted in a timely manner, to positively influence outcomes.	<ul style="list-style-type: none"> • Maintains systems which safeguard the organisation's funds and assets against loss, theft and unauthorised use. • Maintains systems of scrutinising, certifying and confirming Ministry Resourcing and other funding due. • Maintains systems of scrutinising, certifying and approving accounts for payment, ensuring effectiveness and accuracy.

	<ul style="list-style-type: none"> • Engages in informal review, identifying areas for improvement, recommending changes, and making suggestions for process improvement. • Maintains a formal regular review cycle.
All systems, processes and tasks associated with Financial services are compliant, in line with best practice, and meet New Zealand and MOE standards and requirements.	<ul style="list-style-type: none"> • Monitors and manages resources for the department, ensuring budget allocations enhance the department and that it operates within budget. • Meets all Ministry of Education reporting requirements. • Liaises with and assists auditors through providing all required information in a timely manner. • Understands the legal requirements and restrictions around the sharing of private information, ensuring confidentiality is maintained.

Dimension Two – Professional Leadership

The Business Manager (Finance) leads professionally, in alignment with the strategic direction and in a manner that improves performance outcomes.

Criteria	Key Indicators
Professional relationships throughout the organisation are effective, functional and based on integrity and respect.	<ul style="list-style-type: none"> • Builds trusting relationships through active listening, caring for others, and demonstrating personal integrity. • Actively leads and participates in professional learning. • Manages the delicate balance between supporting and challenging others. • Encourages and participates in professional conversations that help to share expertise and strategies.

	<ul style="list-style-type: none"> • Encourages and gives feedback to direct reports, including through formal appraisal. • Ensures direct reports are supported, and feel supported, in their roles.
All departments, teams and individuals within the organisation support the strategic direction to align practice with the best interests of learners, staff and the community.	<ul style="list-style-type: none"> • Supports and follows the mission, vision, values and strategic direction of the organisation. • Works with the Director of Corporate Services to ensure Financial tasks and deliverables align with the strategic direction of the organisation. • Works collaboratively with colleagues to embed the strategic direction into all areas of the organisation. • Supports direct reports to relate roles and tasks to the wider organisation's mission, vision and strategic direction. • Reviews how personal and departmental practice aligns with the mission, vision and strategic direction, suggesting improvements and implementing change.
Leadership in change management is evident throughout the organisation.	<ul style="list-style-type: none"> • Understands that change on a large scale invariably needs a team approach to leadership. • Shows ability to convincingly communicate the rationale for any change. • Demonstrates ability to lead staff development that results in positive and meaningful change. • Monitors the impact of the change and adjusts when needed. • Ensures all staff feel heard in relation to their concerns and questions.
A proactive approach to problem solving is adopted by leaders, as they take steps to work through problems to create solutions.	<ul style="list-style-type: none"> • Explicitly checks own assumptions. • Relates the problem to the wider vision and values of the school.

	<ul style="list-style-type: none"> • Actively seeks the interpretations of others. • Anticipates obstacles and how they could be overcome. • Identifies and reports any risk to appropriate people in a timely manner.
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Dimension Three – Professional Relationships and Professional Values

The Business Manager (Finance) engages in appropriate professional relationships and demonstrates commitment to professional values.

Criteria	Key Indicators
Professional and effective relationships are established at all levels throughout the organisation.	<ul style="list-style-type: none"> • Engages in ethical, respectful, positive and collaborative professional relationships with: <ul style="list-style-type: none"> • Ākonga • Teaching colleagues, support staff and other professionals • Whānau and other carers of ākonga • Agencies, external stakeholders, groups and individuals in the community (e.g. MOE Payroll, MOE Industrial Relations, Auditors, Accounting Service Provider) • Fosters a climate of trust, modelling collegiality by working in partnership with other staff. • Relays relevant information to other staff in a clear and concise manner as needed.
There is commitment to promoting the wellbeing of all persons within Ko Taku Reo Deaf education New Zealand.	<ul style="list-style-type: none"> • Takes all reasonable steps to provide and maintain an environment that is physically, socially, culturally and emotionally safe. • Acknowledges and respects the languages, heritages and cultures of all.

	<ul style="list-style-type: none"> • Complies with relevant regulatory and statutory requirements.
There is respect and commitment to all heritages, languages and cultures within Ko Taku Reo Deaf education New Zealand.	<ul style="list-style-type: none"> • Demonstrates commitment to the bicultural partnership in Aotearoa and a commitment to understanding of Te Tiriti o Waitangi. • Develops understanding and use of tikanga and te reo Maori. • Has a good understanding (or is committed to developing an understanding) of Deaf Culture. • Is committed to improving the use of NZSL throughout the organisation.
Staff are committed to ongoing learning, engaging in both formal and informal professional learning and development in their professional practice.	<ul style="list-style-type: none"> • Engages in the appraisal process, ensuring documentation is complete, self-reflection is engaged, and that there is progress towards and/or achievement of performance indicators. • Identifies professional learning goals in consultation with colleagues. • Identifies, initiatives and participates responsibly in professional learning opportunities within the learning community to advance personal professional knowledge and skills. • Commits to developing personal skills in the use of NZSL.
Additional Responsibilities.	<ul style="list-style-type: none"> • Is professional in their appearance and manner, positively representing themselves and the organisation to ensure positive perceptions from the internal and external community. • Performs additional duties in an efficient manner, to the required standard and within a negotiated timeframe. • Take all reasonable and practical steps to ensure the health and safety of yourself and others. Comply with any

	<p>reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents are reported according to protocol.</p> <ul style="list-style-type: none">• Participate in any required emergency response or exercises to ensure that essential services are able to be maintained.
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Qualifications

Essential:

- Chartered Accountant or equivalent
- Tertiary Qualification in Accounting/Finance/Business Systems

Professional Competencies

Essential:

- Experience and expertise in management of Finances and a proven track record of business acumen.
- Knowledge of financial reporting obligations for schools in NZ
- Proficient in NZSL (or a willingness to learn)
- Skill in systems, strategic planning, implementation and reporting
- Skill in organisation and time management
- Excellent interpersonal skills, and diplomacy
- Excellent communication skills
- Skill and competence in IT
- Ability to support and lead change
- Ability to see the big picture and work with details
- Ability to think strategically, communicating and influencing at all levels
- Ability to build and sustain high trust relationships through distributive leadership
- Ability to lead and motivate a team and build leadership capability
- Ability to anticipate problems and to be proactive in problem solving
- Ability to work well under pressure

Personal Attributes

Essential:

- Leads the organisation's guiding principles of 'Grow, Excel, Choose and Belong'
- Is motivated to be part of the development of a world leading service for Deaf and Hard of Hearing learners and whānau
- Demonstrates principles of equity and access in action
- Optimises quality and efficiency in work
- Respects diversity
- Is self-motivated and self-directed, taking personal accountability for work
- Understands personal strengths and limitations
- Is innovative and creative
- Is friendly, positive and approachable
- Demonstrates initiative, energy and vitality