



Position Description

Our Vision

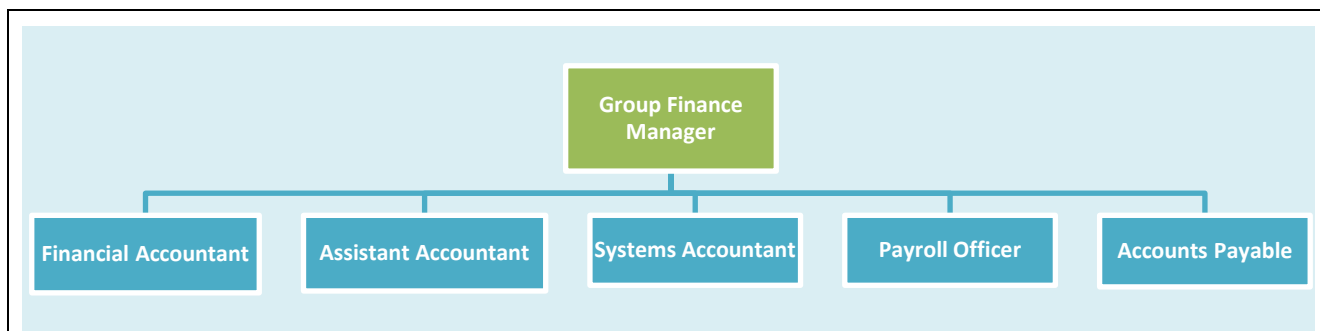
**“Te whakapumau i te mana motuhake o Ngati Porou mo nga uri whakatipu”
“Ngati Porou self-determination and control over our own destiny for future generations”**

Position:	Group Finance Manager		
Review Period:	This document is subject to annual review or review by mutual consent		
Location:	Gisborne		
Reports To:	Chief Financial Officer & GM Corporate Services		
Type of Position:	Permanent Full-time	Hours / Week:	40 hours

Impact Dimensions:	
<i>Area of Responsibility</i>	To support to the achievement of strategic, commercial and operational objectives by managing the provision of shared financial services to Te Runanganui o Ngati Porou and its subsidiaries.
<i>Number of Direct Reports</i>	5 direct reports

Values Driven – Outcomes Focused

Organisation Values Delivery	Outcomes
<p>Exemplify and promote the organisation’s values</p> <p>Porou: unrelenting, proud, transforming, energetic, strident</p> <p>Aroha: empathetic, generous, magnanimous, thoughtful, considerate</p> <p>Kanohi kitea: to be seen, approachable, relevant, accessible, reliable, walk the talk</p> <p>Manaaki: respect, reciprocity, mana enhancing, hospitality, inclusive, empowering, kanohi ki te kanohi</p> <p>Tika/Pono: accountability, honesty, transparency, integrity, doing the right thing</p> <p>Ringa Raupa: hard working, industrious, innovative</p> <p>Pakari: strong, courageous, fearless, resilient</p>	<p>Organisational values and behaviours are role modelled and incorporated into daily work practices.</p> <p>Organisational values are demonstrated and consistently practiced within the organisation and through all external relationships.</p> <p>A culture of values driven behaviour and alignment with organisational goals is promoted and affirmed amongst staff through your practice, leadership and support of management.</p>



Position Objective:

To provide effective financial accounting (including treasury and tax compliance) leadership of Te Runanganui O Ngati Porou, its subsidiaries, its joint venture operations, its managed entities and associates so that management are able to make sound decisions based on timely, meaningful and accurate financial information.

Key Relationships:

Internal	Chief Executive Officer Chief Financial Officer Shared Financial Services Unit Senior Management Team General Managers All staff
External	Board Directors Inland Revenue Department Appropriate Government Agencies Auditors Ngati Porou Consultants Advisors Joint Venture Partners Other key stakeholders

Authorities: Nil

Performance Outputs:

Key Result Areas (What/Result)

To manage the delivery of financial and accounting services to the whole business

Key Tasks/Activities (how)

- Manage the development and maintenance of financial policies, internal controls and procedures
- Manage the maintenance and enhancement of accounting and related systems

Performance Measures (Quantity, Quality, Time, Cost)

- Integrity and performance of accounting systems

Performance Outputs:
<ul style="list-style-type: none"> • Integrity, accuracy and currency of financial data and information • Compliance with accounting and regulatory standards
<p>Key Result Areas (What/Result)</p> <p>To support effective governance and decision making through sound financial reporting</p> <p>Key Tasks/Activities (how)</p> <ul style="list-style-type: none"> ▪ Oversee the month-end consolidation of the Te Runanganui o Ngati Porou Group. ▪ Manage the preparation of consolidated half year and annual financial statements to shareholders. Preparation of financial statements for regulatory disclosure. ▪ Implement effective tax structures for the Te Runanganui o Ngati Porou Group to maximise shareholder profits. Manage the preparation of group annual taxation accounts and adhere to all IRD requirements. ▪ Working with the divisional/group managers, support the production of financial reports, statistics, forecasts, and other management reporting. ▪ Provide technical advice when required on financial reporting impacts on business projects ▪ Oversee the treasury function, provide monthly reporting on key treasury compliance, maximise shareholder profits through management of Group debt levels and utilisation of various funding facilities. Management of new debt facilities, preparation of bank proposals, documentation and legal assistance. ▪ Oversee Te Runanganui o Ngati Porou Group assets. Assist the CFO with the proposed goals and objectives and any matters relating to asset management. <p>Performance Measures (Quantity, Quality, Time, Cost)</p> <ul style="list-style-type: none"> ▪ Recognised accounting standards. ▪ Reporting requirements and timelines ▪ End-user feedback
<p>Key Result Areas (What/Result)</p> <p>To optimise the performance of staff</p> <p>Key Tasks/Activities (how)</p> <ul style="list-style-type: none"> ▪ Maintain an effective and productive staff complement ▪ Manage the performance of staff ▪ Foster staff input for innovation and continuous improvement ▪ Model the values of Te Runanganui o Ngati Porou – be a role model. <p>Performance Measures (Quantity, Quality, Time, Cost)</p> <ul style="list-style-type: none"> ▪ HR Indicators ▪ Achievement of Unit and Group performance targets

All of the information provided in this document is intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of

the position and incumbent. From time to time, the incumbent will be required to accept and carry out other relevant duties as assigned.

Person Specifications:
<p>QUALIFICATIONS</p> <p>Essential: CA or equivalent with 5 - 7 plus years of experience</p> <p>Desirable: Formal qualification in management</p> <p>EXPERIENCE</p> <p>Essential:</p> <p>Senior level experience in:</p> <ul style="list-style-type: none"> ▪ Financial accounting and Statutory Reporting ▪ IFRS and tax expertise ▪ Treasury management ▪ Financial systems improvement, development and implementation ▪ Staff development and management <p>Desirable:</p> <ul style="list-style-type: none"> ▪ Experience in regulatory disclosure reporting. ▪ Hedge accounting expertise. ▪ Debt and derivatives management <p>ROLE SPECIFIC COMPETENCIES</p> <ul style="list-style-type: none"> ▪ Adaptability ▪ Communicating and Influencing Skills ▪ Initiative ▪ Leading Change ▪ Teamwork

Organisational Competencies:
<ul style="list-style-type: none"> ▪ Demonstrate a range of skills, knowledge and attitudes that contribute positively to the organisation's purpose ▪ Perform all key accountabilities outlined above in accordance with the strategic direction, mission, policies and procedures of the organisation ▪ Actively participate in performance management strategies that align with the goals and strategic direction of the organisation ▪ Commit to ensure that all practicable steps are taken to guarantee the health and safety of themselves and others in the workplace ▪ Ownership of opportunities and issues, finding solutions and initiative to make things happen ▪ Being flexible, innovative and open to continuous learning in a changing environment