

## Position Description

### Role: Finance Manager

#### Life Education's Vision

All tamariki and rangatahi and their communities will have the life education they deserve.

#### Purpose of role:

Our network of 32 regional Trusts coordinate the provision of our Healthy Harold programme to more than 225,000 children each year.

From our national office in Wellington, we provide professional development programmes for teachers nationwide and we provide programmes to more than 120 secondary schools with 55,000 students participating each year.

The Finance Manager will ensure accurate financial reporting is available to support the Chief Executive by processing monthly accounts, preparing reports as required and ensuring compliance and regulatory needs are met relating to the wider administrative and financial affairs of LET NZ.

Providing financial support and guidance to Trusts is also an important function. To do so the Finance Manager plays an important role in gathering and managing relevant information to support LET NZ planning.

Life Education (NZ) is a small team where each role works on a collective annual plan. The Finance Manager will work closely with other staff to support them to achieve the collective goals of the management team.

#### Nature of position:

Part time, 25 hours per week, permanent based in Wellington CBD. Hours of work are flexible and as mutually agreed.

#### Direct Reports

Accounts and office administrator

#### Key Relationships:

Other LET NZ staff  
Trust Chairs  
Sponsors and funders, suppliers

## **Personal Attributes**

- Understands the environment of a volunteer community organisation.
  - Highly organised with good planning and coordination skills
  - Ability to communicate well with a wide range of people.
  - Work with minimal supervision and have initiative to seek solutions.
  - Sound understanding of financial and information systems, suitably qualified.
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## **Key Responsibilities:**

1. LET NZ Accounts
  - Ensure monthly reports are produced and available.
  - Create the annual consolidated group accounts in preparation for the annual group audit.
  - Manage outstanding debtors.
  - Payroll processing
  - Play the overseeing/support role for the part time Accounts and Office Administrator
2. Compliance -Ensure LET NZ compliance obligations are met, including but not limited to:
  - IRD – PAYE, GST and any other requirements
  - Charities Services, Incorporated Societies
  - Financial Reporting requirements
3. Trust Support:
  - Play a leadership role ensuring Trusts have support and guidance to meet their individual and varied needs.
  - Be a line of support for Trusts seeking specific accounting and compliance information, and best practice.
  - Maintain and make available relevant detail capturing the financial health and well-being of Trusts, which assists LET NZ planning and support.
  - Support the Chief Executive in developing or responding to Trust's governance that arise from time to time.

## **Key outcomes after the first 12 months:**

- Monthly accounts available, timely and accurate
- Producing consolidated group accounts and a successful audit
- Trusts report they have adequate support for key accounting and compliance questions.
- Demonstrating examples of proactive monitoring and support of Trust's financial position

Due to the dynamic nature of our work and the many opportunities that present itself for Life Education to achieve its vision, the tasks and responsibilities noted in this role description may well change from time to time, to meet the needs of our Trust's and our own activities. As a result, it is expected that the person in the role recommends and/or is prepared for changes to the role and this description of it. Any 'material' changes will be mutually agreed and noted in writing on this document.

## **Key Performance Indicators**

An annual Professional Development Plan will identify mutually agreed annual goals, supported by an annual appraisal process to measure success against those goals

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## **Operational Responsibilities**

### **1. Financial**

Adherence to and understanding of financial policies, particularly delegation authority.

### **2. Management reporting**

Input into annual planning, long term strategic planning and quarterly reporting against plans, including using activity data to develop solutions.

### **3. Policies and Procedures**

Awareness of and compliance with Life Education's policies and procedures, including an understanding of standard organisational procedures

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