

POSITION DESCRIPTION: FINANCE COORDINATOR

ABOUT LEARNINGWORKS

Kia hāngai tea ko | We help learning work.

We design, develop and deliver learning through: Learning Design (designing and creating learning resources), Training (delivering training), Learning Technologies (developing learning platforms).

Our holistic approach integrates expert Learning Design, sound and secure Learning Technologies and impactful Training & Development to create cohesive and effective educational solutions.

LearningWorks has been in business since 2005, providing quality learning and training for the education sector, health sector, Government and commercial organisations.

ROLE PURPOSE

1. Uphold financial functions on behalf of LearningWorks, including monthly and annual reporting to ensure objectives and obligations are met and maintained.
2. Develop, implement and maintain the documented processes and procedures relating to the role and finance system(s).
3. Provide CE with support functions as directed.
4. Ensure data for revenue, invoices (ARs), purchase orders (APs), journals and reconciliation is accurate at all times.
5. Monthly reporting is actioned as agreed with CE.

EMPLOYMENT DETAILS

Location	The appointee will be based in our Hamilton office but may be required to work at other sites from time to time.
Report To	CE
Remuneration	\$65,000 to \$81,300
Band	Band 4
Direct Reports	Nil
Financial Authority	Nil
Tenure	Permanent Part Time [0.6 FTE – 24 Hours]
Functional Relationships <i>Internal:</i>	LearningWorks CE LearningWorks Leadership Team LearningWorks employees
Functional Relationships <i>External:</i>	Wintec Te Pūkenga Finance Auditors External agencies and specialist providers Others as required

ACCOUNTABLE FOR	SUCCESSFUL WHEN
Finance Coordination	<ul style="list-style-type: none"> ▪ Ensure accurate information is input into the current finance system [TechOne], CRM and any related documents. ▪ Ensure monthly invoicing process is monitored and actioned to capture accurate invoicing requirements. ▪ Process all receivables for LearningWorks Ltd. ▪ Maintain accurate creditors and debtors information, with all aged debtors identified in monthly reporting to CE. ▪ Liaise with Leads to maintain accurate job/project close offs with supporting discrepancies noted against job/training costing and reported to CE. ▪ Provide financial reporting to NZQA within specified timeframes, on their request, for compliance in conjunction with Lead. ▪ Prepare NZQA forms and collate information to return annual reports by 31 March each year. ▪ Support Auditor information required to complete annual report. ▪ Assist Wintec Te Pūkenga with preparation of working papers and financial reporting to CE and Board. ▪ Reconcile job/project costs and facilitator/supplier invoices and where there are discrepancies follow up and ensure they are rectified, explained and reported on. ▪ Support the collation, reconciliation and posting of monthly PCard cycle. ▪ Review and approve job/project and/or training costings or initiatives to ensure profitability and adherence to agreed rates. All exceptions reported to CE. ▪ Provide accurate contractor/supplier invoice payment on the 20th of each month (unless other arrangements are made).
Finance Advice	<ul style="list-style-type: none"> ▪ Provide financial reporting on sales / cost pipeline analysis to CE on a fortnightly basis or as required. ▪ Maintain pipeline gap analysis with weekly reports/forecasts provided to CE. ▪ Assist Wintec Te Pūkenga finance to analyse data and understand key variances to budget for all month end TechOne reports. Preparing updates to forecast, following review with CE, as a result. ▪ Perform key reconciliations for all month end TechOne reports e.g. SLAs, Projects, Facilitators, Maths Mates commission. ▪ Prepare and action all RIA and journals.
Documentation Reporting	<ul style="list-style-type: none"> ▪ Document all accounts processed in designated document formats and locations to ensure all processes are accurately documented, up-to-date and saved appropriately. ▪ Review and update costing templates and business models with CE on an annual basis to ensure they remain current. ▪ Provide all reporting as required and to agreed timeframes. ▪ Proactively simplify processes and reporting to support efficient financial tracking.
Communication	<ul style="list-style-type: none"> ▪ High quality, professional and collaborative relationships are built with all internal and external stakeholders. ▪ Ensure response (internal and external) times in communication, inquiries and actions are managed and maintained to agreed performance levels.

	<ul style="list-style-type: none"> ▪ Accountability is taken for establishing and building relationships across internal and external stakeholders. ▪ Maintain healthy relationships and effective communication with colleagues, clients and learners. ▪ Provide clear and transparent updates with a 'no surprise' approach. ▪ Use of tools for communication is professional and complies with policy and/or legislation. ▪ Checks for mutual understanding and dispels assumptions.
General	<ul style="list-style-type: none"> ▪ Contributes to and supports team activities across the business. ▪ Accepts share of workload to help others and the team. ▪ Demonstrates respect towards other team members. ▪ Actively participates in the development and achievement of the LearningWorks culture, goals and performance standards. ▪ Prioritises and actions tasks based on importance through strong time management and proactive focus.
LearningWorks Culture	<ul style="list-style-type: none"> ▪ Demonstrates an understanding and commitment to LearningWorks' purpose, vision, strategies, priorities and LearningWorks Way. ▪ Adheres to all LearningWorks policies, procedures and legislative obligations. ▪ Promotes equity and diversity in the workplace, builds mutual trust and treats kaimahi (employees) equitably, transparently, fairly and in a culturally appropriate manner. ▪ Has an understanding and alignment to Te Tiriti o Waitangi. ▪ Contributes to the continuous improvement and development of systems, procedures, growth and service of LearningWorks.
Occupational Safety and Health	<ul style="list-style-type: none"> ▪ Significant and new hazards in the area of responsibility are identified, controlled, documented and reviewed annually with reference to the Hazard Management Policy. ▪ Health and safety induction, work specific training and required certification is identified and completed. ▪ Emergency management information is known and participation in emergency procedures occurs. ▪ Work accidents and incidents are reported as soon as possible after occurrence; investigation reports are completed and recommendations considered.
Other Duties	<ul style="list-style-type: none"> ▪ Performs other duties as may be reasonably required from time to time.

THE LEARNINGWORKS WAY

WE KEEP IT REAL KIA TIKA, KIA PONO	Adding value to organisations and learners throughout their journey. Kia pono, ki ngā hiahia o ngā kiritaki me ngā ākonga, i a rātou mahi katoa.
WE GET IT DONE KA WHAI, Ā TUTUKI NOA	Making the best use of resources towards quality learning outcomes. Kia tika te whakamahi i ngā rawa, kia kounga tonu ai ngā mahi ako.
WE KEEP IT REAL KA WHAI, KIA EKE PANUKU	Quality relationships, learning and measures. Mā te kounga o ngā mahi ako, te whakawhanaungatanga, me ngā paeru arotake i ā mātou mahi.

COMPETENCY SPECIFICATION	
Education / Training	<ul style="list-style-type: none"> ▪ Tertiary qualification in finance and/or accounting – minimum Diploma level
Experience	<ul style="list-style-type: none"> ▪ 3-4 years' experience within a finance or accounts administration role ▪ Demonstrated experience in accurate data entry ▪ Demonstrated experience in financial and/or accounting forecasting modelling ▪ Prior experience with using financial and/or accounting software e.g. TechOne, CRM, WorkFlowMax
Typical knowledge, skills, and attributes	<ul style="list-style-type: none"> ▪ High level of computer literacy and familiarity with Microsoft Windows environment, e.g. Word, Excel, Outlook, PowerPoint ▪ Ability to effectively prioritise and execute tasks in a high-pressure environment ▪ Able to exercise judgement in problem solving ▪ Transparent, accurate and timely reporting ▪ Experience working in a team-oriented, collaborative environment ▪ Highly developed interpersonal skills with a demonstrated ability to relate to internal and external clients at all levels and an ability to develop working relationships ▪ Excellent organisation and prioritisation skills that enable a range of tasks to be performed under competing demands whilst meeting the agreed outcome ▪ Demonstrated ability to identify key issues and consider all perspectives, and be action orientated ▪ Ability to show initiative and to work unsupervised ▪ Ability and willingness to develop and implement effective operational processes and practices for efficiency and effectiveness ▪ Ability to listen to others and respond in an appropriate manner ▪ Ability to be innovative and to adapt to changing circumstances ▪ Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes ▪ Excellent written and oral communication skills ▪ Ability to present ideas in business-friendly and user-friendly language