

Finance Business Partner

Kaupapa | Purpose

- Provide support to Senior Finance Business Partner in the preparation of the annual budget.
- Prepare forecasting models monthly and provide to the Senior Finance Business Partner to review and implement.
- Provide support to the budget holders to ensure effective monitoring of performance against the budget and forecasts.
- Reconcile the revenue received from the Tertiary Education Commission monthly for the income statement and balance sheet and provide to the Senior Finance Business Partner review.
- Provide feedback to the Senior Finance Business Partner on any budget or forecast risks identified in a timely manner so that plans can be made to address the risks to ensure that budgets and/or the forecasts are met.
- Assist in the preparation of monthly Executive, Faculty and Finance reports for Wintec and if required assist with the subsidiaries ensuring that month end deadlines are met.
- Undertake special projects that arise from time to time.

Reports to: Head of Finance

Team: Wintec | Te Pūkenga Finance Team

Remuneration: \$83,800 to \$104,700 (Band 6)

Date: August 2024

Ngā mahi | Do

Compilation and analysis of information for monitoring performance, benchmarking, and budgets.

- Support Wintec's short- term and long-term planning and budgeting processes towards sustainable financial viability.
- Prepare forecasting models monthly and provide to the Senior Finance Business Partner to review and implement.
- Identify, compile, and analyse key financial information to ensure budget holders are well informed of the budgets and forecasts that they are committed to achieving and, provide support and guidance to ensure they are met.
- Develop critical benchmarks for the purposes of monitoring performance, interpretation, and reporting of findings to the Senior Finance Business Partner.
- Maintain and monitor performance against benchmarks including TEC (Tertiary Education Commission) indicators and report findings to the Senior Finance Business Partner.

Management of financial risks, opportunities, plans, and processes.

- Provide support to the budget holders to ensure effective monitoring of performance against the budget and forecasts.
- Provide reports to the budget holders and ensure they are satisfied with the support being provided.
- Provide feedback to the Senior Finance Business Partner on any budget or forecast risks identified in a timely manner so that plans can be made to address the risks to ensure that budgets are met.

Quality review and reconciliation of general ledger accounts.

- Review the integrity of general ledger monthly and processes any general ledger adjustments as required.
- Reconcile the revenue received from the Tertiary Education Commission monthly.
- Provide revenue reconciliations and supporting documentation to the Head of Finance to review before providing to our external Auditors.

Reporting

- Provide month end timeframes to the finance team to ensure month end deadlines are met.
- Prepare monthly Executive, Faculty and Finance and Risk Committee reports for Wintec and if required assist with the subsidiaries ensuring that month end deadlines are met.

Budgets

- Provide support to the Senior Finance Business Partner in the preparation of the Annual Budget.

Capital expenditure and forecasting

- Co-ordinate with the Works and Asset Accountant on the annual capital expenditure budget to ensure that the Works and Assets programme is updated and maintained.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Education/training

- Accounting Degree or equivalent

Experience

- Minimum of 2 years' experience in a similar accounting role.

Computer Skills

- Good working knowledge of Excel and Word.

Interpersonal, Adaptability and Teamwork skills

- Able to exercise judgement in problem solving.
 - Ability to be innovative, to question the status quo and to adapt to changing circumstances.
 - Ability to use initiative.
 - Highly developed interpersonal and relationship skills.
 - Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes.
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Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous to disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future. Embrace the interconnectedness of environmental, social, economic and cultural wellbeing.

Collective: Seek progress over perfection, moving forward with aroha, empathy and persistence. Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for Wintec | Te Pūkenga, employers, ākonga and their whānau.

Self-awareness: Navigate yourself, and lead others through change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally and as a leader.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a

positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Create a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected when we support personal and professional growth we contribute to Te Oranga/participation in society.

Ngā Hononga Mahi | Working relationships

Internal: Support all kamahi

External: Stakeholders, Auditors

Resource delegations and responsibilities:

Financial: No financial delegation

People: Nil