



Te Whare Wānanga  
o Awanuiārangi

# Job Description

**Position Title** Chief Financial Officer

**Team/School:** Office of the Chief Executive Officer

**Position Holder**

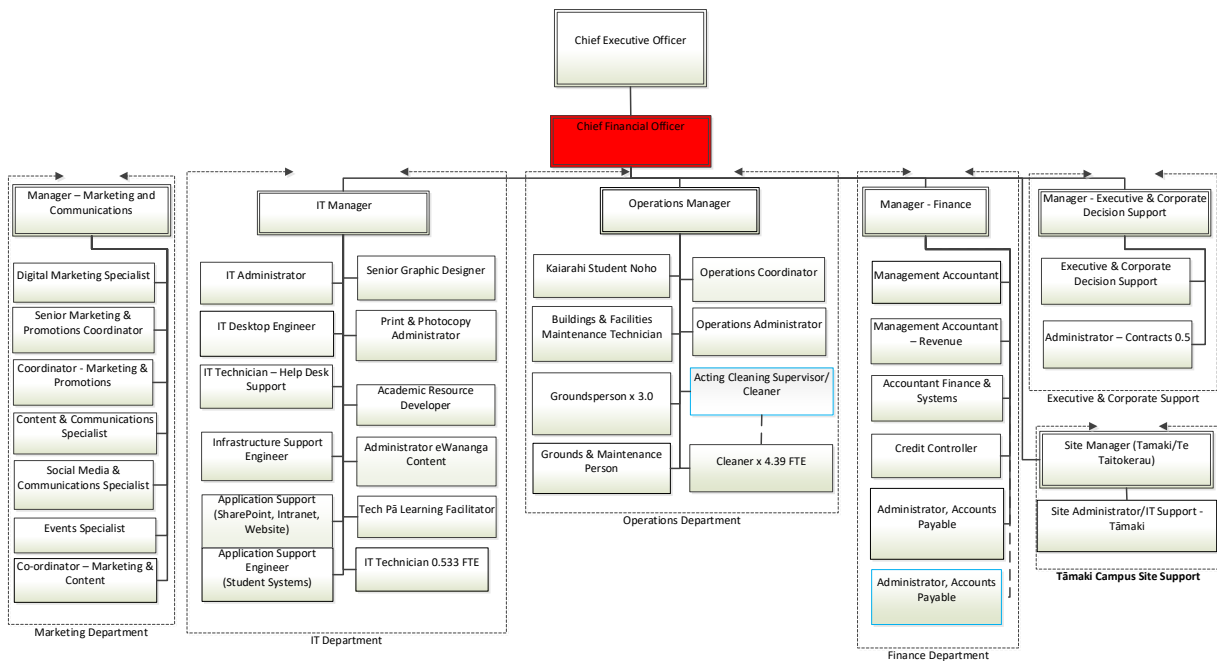
**Date** July 2026

**Reports to**

**Location** Whakatāne

**Agreed By (Please Sign)**

**Date**



## STATEMENT

### The Wānanga:

- is firmly committed to the principle of equal opportunity for all and recognizes the need to give practical effect to such responsibilities both as an employer and as an educational provider.
- provides a supportive, safe and healthy environment which is conducive to quality teaching, research and community service.
- is committed to providing a workplace free from harassment.

## **PURPOSE OF POSITION**

The Chief Financial Officer will assist the CEO in the achievement of Te Whare Wananga o Awanuiarangi's objectives. Key responsibilities include:

- Leadership of the Wānanga's strategic and operational planning cycles;
- Development of strategic relationships with Crown, Iwi and external stakeholders;
- Development of quality infrastructure and sound management systems that support the day-to-day operations of the Wananga.

## **DIMENSIONS AND AUTHORITY**

**Staff** 6 direct reports, 43 indirect reports

**Financial:** \$80,000.00

## **RELATIONSHIPS**

### ***Internal:***

- Executive Leadership Team (ELT)
- Corporate Services Leadership Team (CSLT)
- Chief Executive Officer
- Finance, Assurance & Risk Sub Committee and Council
- Academic Registry
- Academic Leaders
- Staff
- Business Advisors

### ***External:***

- Other tertiary institutes
- Service providers
- TEC
- NZQA
- Audit NZ
- Crown Agencies
- Tertiary Partners
- Iwi

## **KEY RESULTS AREAS**

The role encompasses the following major functions or Key Result Areas:

1. CEO Office
2. Strategic & risk planning and management
3. Financial management and oversight in collaboration with ELT
4. Lead and co-ordinate the delivery of Corporate Services and chair the Corporate Services Leadership team
5. ELT and CSLT participation, relationship management and support
6. Team and Personal Effectiveness
7. Other Corporate Activities
8. General Requirements of Academic Staff

| <b>Key Result Areas</b><br><b>What am I meant to do?</b>   | <b>How do I know I'm successful?</b>   |
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| <p><b>KRA 1: CEO's Office</b></p> <ul style="list-style-type: none"> <li>• As a member of the CEO's office, contribute to an effective secretariat which supports the good governance and management of the Wānanga including servicing Council activities and meeting with internal and external stakeholders.</li> <li>• Reports financial, operational and risk aspects to Council on a monthly basis.</li> <li>• Leads and co-ordinates the delivery of strategic projects across the Wānanga as delegated by the CEO.</li> <li>• Member of Executive Leadership Team overseeing all Wānanga academic and commercial operations.</li> <li>• Leads and co-ordinates the strategic, financial and operational planning processes of the Wānanga.</li> <li>• Oversees the tracking of student enrolments for the purposes of delivering to the annual Wānanga Investment Plan funding targets.</li> </ul> | <ul style="list-style-type: none"> <li>• Council and management meetings are supported and relevant qualitative and quantitative reports are provided as required;</li> <li>• Presents to Finance, Assurance &amp; Risk Council subcommittee and Full council on financial, corporate services and risk issues</li> <li>• Project deliverables are achieved as agreed;</li> <li>• CEO is provided with sound policy advice on internal and external risk factors that may impact the Wananga's operations;</li> <li>• Ministerial or OIA requests are managed in a timely manner</li> <li>• Actively participates in the Leadership team meetings and strategy</li> <li>• Strategic Planning Framework integrates critical elements of Wananga's planning processes including School and departmental operational plans and budgets</li> <li>• 3 year Investment Plan clearly articulates the Wananga's strategic mission and alignment with TES</li> <li>• To ensure robust Annual Budget process that fosters ownership and accountability by Managers to deliver operational outputs and outcomes</li> <li>• Capital Asset Management (CAM) Improvement Plan is developed in conjunction with TEC guidelines</li> <li>• Co-ordinates Academic updates for student enrolment tracking and any potential budget implications</li> </ul> |
| <p><b>KRA 2: Strategic &amp; Risk Planning and Management</b></p> <ul style="list-style-type: none"> <li>• Develop and manage the Corporate Registry's strategic business plan ensuring alignment with the Wānanga Business Plan and goals.</li> <li>• Coordinate with the Finance Manager in the development and implementation of the financial activities of the Wānanga.</li> <li>• Oversee the allocation of budgets to</li> </ul>  | <ul style="list-style-type: none"> <li>• Comprehensive strategies are developed and objectives are met by all functional areas of the Corporate Registry.</li> <li>• Annual budgets are set</li> <li>• Budgets are efficiently allocated to respective cost centres.</li> <li>• Investment plans are developed in coordination with the ELT.</li> </ul>  |

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| <p>cost centres.</p> <ul style="list-style-type: none"> <li>• Coordinate the investment planning within the Chief Executive’s Office.</li> <li>• Oversee the development and implementation of the Marketing, Information Systems, Sites Facility, Procurement and Contract Management strategies.</li> <li>• Oversee the Risk Management Framework activities and associated internal audit and monitoring processes to ensure compliance with TEC funding conditions and OAG requirements.</li> <li>• Oversee the implementation and on-going development of CAM plan and long term investment plan.</li> </ul>   | <ul style="list-style-type: none"> <li>• The Marketing, Information Systems, and Sites Facility, Procurement and Contract Management strategies assist in achieving the Wānanga objectives.</li> <li>• Annual “internal audit” plan</li> <li>• Annual “procurement” plan</li> <li>• Effective risk management framework is implemented.</li> </ul>   |
| <p><b>KRA3: Financial Management and Oversight in collaboration with ELT.</b></p>   | <ul style="list-style-type: none"> <li>• Effective short and long term strategies developed in to ensure the Wananga is a viable and sustainable operation;</li> <li>• Strategies, policies and processes enable the organisation to be agile and responsive to environmental changes and adapt rapidly to achieve economies of scale;</li> <li>• Effective management of assets to ensure optimal use of resources to support the Wananga’s operations;</li> <li>• Quality management and systems of internal control satisfy or exceed AUDIT NZ requirements.</li> <li>• Relevant, timely and accurate reporting systems established.</li> </ul> |
| <p><b>KRA 4: Lead and co-ordinate the delivery of Corporate Services and Chair the Corporate Services Leadership team.</b></p> <ul style="list-style-type: none"> <li>• Oversee the delivery of corporate services, managing priorities and maximising the use of both staff and resources to provide services in line with agreed KPI’s and targets</li> <li>• Oversee the delivery of finance functions across the wananga;</li> <li>• Ensure suitable fit-for- purpose, well maintained campus facilities and accommodation provide a healthy, safe and sustainable environment for Wananga staff, students and visitors;</li> <li>• In conjunction with ELT, oversee the development and implementation of the</li> </ul> | <ul style="list-style-type: none"> <li>• Corporate objectives are met by all service departments;</li> <li>• Finance operations are efficient and effective;</li> <li>• Facilities are well maintained and comply with legislative requirements;</li> <li>• Effective marketing strategies enhance Wananga brand and recognition as preferred tertiary provider of choice by Maori;</li> <li>• ICT services achieve Information Services Strategic Plan (ISSP) objectives including the alignment of its operational plans to changes in the</li> </ul>  |

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| <p>Wananga’s marketing strategies aligned with the Investment Plan;</p> <ul style="list-style-type: none"> <li>• Oversee the delivery of Information, Communications and Technology (ICT) services aligned with the Investment Plan.</li> <li>• Management of Risk &amp; Internal Audit reviews</li> <li>• Oversight of Procurement &amp; Contract Management activities</li> </ul>  | <p>environment and Investment Plan activities;</p> <ul style="list-style-type: none"> <li>• Appropriate policies and procedures are implemented to ensure the good management of the Wananga.</li> <li>• Chair’s the Corporate Services Leaders meetings</li> </ul>   |
| <p><b>KRA 5: ELT and CSLT participation, relationship management and support</b></p> <ul style="list-style-type: none"> <li>• Participate fully as a member of ELT</li> <li>• Chairs CSLT</li> <li>• Administrates the Strategic Opportunities and Risk Committee meetings and is Deputy Chair</li> <li>• Provide peer support to managers and take collective responsibility for the performance of the Wananga</li> <li>• Develop positive working relationships with Wananga academic and administrative departments.</li> </ul>  | <ul style="list-style-type: none"> <li>• Constructive feedback from staff identifies any issues for consideration by management and appropriate action</li> <li>• Corporate services perceived as an enabler and innovator of positive change</li> <li>• Sound advice and information is provided in a professional and timely manner</li> <li>• Effective relationships developed with staff at all levels throughout the organisation</li> <li>• A professional approach taken in interactions with all staff and students</li> <li>• High standard of professional ethics displayed</li> </ul> |
| <p><b>KRA 5: General Requirements of all Wānanga Employees</b></p> <ul style="list-style-type: none"> <li>• Possess a student-centric work ethic. Actively seek to provide the best possible service to our students;</li> <li>• Promote the Wānanga as a positive and dynamic learning environment;</li> <li>• Strive for high student retention and success.</li> <li>• Meet your obligations under the Health and Safety at Work Act 2015 by. <ul style="list-style-type: none"> <li>○ Being responsible for maintaining a safe and healthy workplace</li> <li>○ Following health and safety rules, policies and procedures,</li> <li>○ Reporting accidents, injuries and unsafe equipment, practices or conditions</li> <li>○ Taking reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others.</li> </ul> </li> <li>• Create and maintain complete and accurate information and records within their domain in approved business information systems and applications in a timely manner as a routine part of their work practice;</li> <li>• Comply with information and records management policies, standards, guidelines, and procedures;</li> <li>• Be culturally aware and uphold EEO in all aspects of work and development;</li> <li>• Participate in the Wānanga appraisal process;</li> <li>• Improve and develop yourself through training and professional development opportunities;</li> <li>• Undertake any other key duties as agreed with your manager.Undertake any other key duties as agreed with your manager.</li> </ul> |   |

The responsibilities and expectations outlined in this job description may after consultation vary from time to time according to the needs of the Team, and the clients of Wānanga. Instructions for any variances will be communicated by the Manager.

## Person Specification

| <b>Technical/Professional Qualification</b>   |   |
|---|---|
| <b>Essential</b>  | <b>Desirable</b>  |
| <ul style="list-style-type: none"> <li>• Tertiary qualification at degree level</li> <li>• Chartered Accountant with the NZICA or international equivalent</li> </ul>   | <ul style="list-style-type: none"> <li>• Masters degree or PhD</li> </ul> |
| <b>Experience</b>   |   |
| <b>Essential</b>  | <b>Desirable</b>  |
| <ul style="list-style-type: none"> <li>• Strong background in Finance leadership at a senior level</li> <li>• Experience of tertiary sector funding policies and frameworks</li> <li>• Experience leading and understanding of corporate functions, including Marketing, Operations, Information Technology and Finance</li> <li>• Experience of contract management</li> <li>• Experience in organizational effectiveness, operations management and the implementation of best practices.</li> <li>• Budget development and oversight experience</li> </ul>   |   |
| <b>Skills/Knowledge</b>   |   |
| <ul style="list-style-type: none"> <li>• Ability to work effectively in a cross cultural context and with community organisations</li> </ul>  | <ul style="list-style-type: none"> <li>• Advanced te reo Māori</li> </ul> |
| <b>Competencies</b>   |   |
| <p><b>Āhuatanga Māori</b></p> <ul style="list-style-type: none"> <li>• The ability to embrace a Māori world view that is underpinned by the values of Mātaatua.</li> <li>• A clear understanding of traditional Māori values including wairuatanga, manaakitanga and āhuatanga and their application in the Wānanga context.</li> <li>• A personal understanding of tikanga Māori in both the traditional context and its importance in the modern context.</li> </ul> <p><b>Student focus</b></p> <ul style="list-style-type: none"> <li>• Is student-centric, putting the student experience and student outcomes at the core of all decision-making, both strategic and operational.</li> <li>• Demonstrates a commitment to the Wānanga’s approach to the care of students and their welfare.</li> <li>• Encourages and rewards staff for demonstrating student-centric behaviour.</li> </ul> |   |

**Strategic ability**

- Focuses on the future and develops a clear path of action to achieve a compelling long-term vision based on relevant information and sound judgement.
- Anticipates future events and makes decisions based on the short and long-term impact on organisational strategy.

**Building partnerships**

- Identifies opportunities and proactively builds long-term strategic relationships with other groups, both internally and externally including other Wānanga, central government agencies, tribal groups and other education providers nationally and internationally.
- Manages relationships constructively and ethically by building trust and loyalty.

**Leadership with vision and values**

- Keeps the Wānanga vision and values at the forefront when communicating with staff, and rewards staff for commitment to the vision.

**Driving execution**

- Translates strategic priorities into operational reality by setting high goals and ensuring communication, accountabilities, resource capabilities and internal processes are aligned.
- Uses ongoing measurement systems to track and ensure goals are achieved.

**Commercial and financial acumen**

- Demonstrates a keen understanding of commercial business operations and the organisational levers that drive profitable growth; draws from personal experience to quickly evaluate business plans and processes to identify data or recommendations that need further investigation.
- Understands financial modelling and reporting tools, analysing and interpreting financial data both accurately and strategically.
- Recognises financial alerts and demonstrates sound judgement in identifying appropriate responses.

**Personal impact and judgment**

- Demonstrates a poised, credible, and confident demeanour that reassures others and commands respect; conveys an image that is consistent with the organisation's vision and values; is articulate and presents with confidence and energy.
- Challenges opinions and decisions to ensure actions are in the organisation's best interests; diplomatically says what needs to be said even in the face of pressure or conflict.

**Resilience**

- Manages periods of intense workload and stress effectively.
- Stays focused on work tasks and uses time and energy productively when under stress.
- Maintains a positive disposition and constructive interpersonal relationships.
- Develops appropriate strategies to mitigate periods of intense workload and stress.

## TE WHARE WĀNANGA O AWANUIĀRANGI - VISION, MISSION AND VALUES

### VISION

*Rukuhia te Mātauranga ki tōna hōhonutanga me tona whānuitanga. Whakakiiia ngā kete a ngā uri o Awanuiārangi me te iwi Māori whānui ki ngā taonga tuku iho, ki te hōhonutanga me te whānuitanga o te mātauranga kia tū tangata ai rātou i ngā rā e tū mai nei.*

Pursue knowledge to the greatest depths and its broadest horizons. To empower the descendants of Awanuiārangi and all Māori to claim and develop their cultural heritage and to broaden and enhance their knowledge base so as to be able to face with confidence and dignity the challenges of the future.

### MISSION

*Ū tonu mātou ki te whai ki te rapu i te hōhonutanga o te mātauranga kākanorua o Aotearoa, kia taea ai te kī, ko wai anō tātou, me te mōhio ko wai tātou, kia mōhio ai nō hea tātou, me pēhea hoki tātou e anga whakamua.*

*Parau ana tēnei ara whāinga, hei whakapūmau anō i te tino rangatiratanga, hei taketake ai te ihomatua Māori me ōna tikanga kia ōrite ai te matū ki ngā mātauranga kē.*

*Koia rā ka tū pākari ai, tū kotahi ai hoki me ngā iwi o te ao tūroa. Koia nei te ia o te moemoeā me ngā tūmanako o Te Whare Wānanga o Awanuiārangi.*

### **Haere mai... Me haere tahi tāua.**

We commit ourselves to explore and define the depths of knowledge in Aotearoa, to enable us to re-enrich ourselves, to know who we are, to know where we came from and to claim our place in the future.

We take this journey of discovery, of reclamation of sovereignty, establishing the equality of Māori intellectual tradition alongside the knowledge base of others.

*Thus, we can stand proudly together with all people of the world. This is in part the dream and vision of Te Whare Wānanga o Awanuiārangi.*

### VALUES

**Manaakitanga:** To respect and care for students, our manuhiri, our communities and each other.

**Whanaungatanga:** To value all relationships and the kinship connections with our students, our communities and each other.

**Kaitiakitanga:** To ensure the ongoing sustainability of our organization and to protect and support the unique obligations we have to Ngāti Awa, Mataatua and wider whanau, hapu and marae.

**Pūmautanga:** To commit to excellence and continuous improvement in everything we do.

**Tumu whakaara:** To inspire and ethically lead through example and outstanding practice.

## **BACKGROUND**

Te Whare Wānanga o Awanuiārangi is a vibrant and exciting tertiary education institution providing a dynamic learning environment where students can discover their own potential for educational success.

Our programmes are designed to ensure academic excellence – we are benchmarking our programmes against those of other institutions and lifting the bar on standards. As we lift our research capacity, ongoing programme re-development will be informed by best practice.

As a Wānanga, Te Whare Wānanga o Awanuiārangi is charged with delivering tertiary programmes grounded in Kaupapa Māori and Āhukatanga Māori. This means that Māori knowledge and practices are central components to the academic programmes, engagement in PLD projects, teaching delivery and student experiences.

Tikanga Māori and Te Reo Māori are central to the way in which we operate and are reflected across Te Whare Wānanga o Awanuiārangi in our programmes and practices. While some of our programmes have a high level of Māori language emphasis, others are designed to support new and emerging language learners.

Te Whare Wānanga o Awanuiārangi further provides programmes that are portable and transferable both nationally and internationally. Therefore, it is important that we explore and integrate the World view of both Māori and other indigenous peoples and engage in and critique the world views of others.

Transformative approaches to educational achievement are a cornerstone of our broad and unique programme offerings, as we focus on providing an education that will encourage and support community development and growth, enable educational portability for our students both within Te Whare Wānanga o Awanuiārangi and the wider tertiary sector.

Operations are based at three locations – Whakatāne, Tāmaki Makaurau (*Auckland*) and Wairoa, with a further site currently being determined in the North (Te Tai Tokerau). We also deliver on marae across the Te Ika a Maui (*North Island*).

### **Corporate Services Directorate**

The Chief Financial Officer will lead a team responsible for Finance; Information, Communications and Technology; Marketing; Facilities Management & Capital Assets; Risks & Assurance. Its core business is to ensure the appropriate governance and economic infrastructures are established to support the Wānanga's operations.