



Te Whare Wānanga
o Awanuiārangi

Job Description

Position Title Management Accountant

Team/School: Finance Department
Corporate Registry

Position Holder

Date December 2025

Reports to Finance Manager

Location Whakatāne

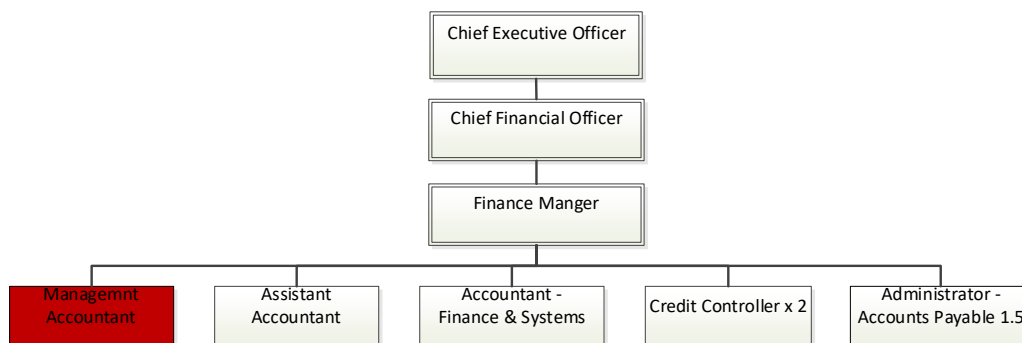
Agreed By (Please Sign) Position Holder

Manager/Team Leader

Date

HR Manager

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

- Oversee financial reporting, management accounts, and annual statements.
- Manage budgets, forecasts, and variances.
- Support treasury operations and financial system development.
- Deliver timely financial insights for stakeholders.

DIMENSIONS AND AUTHORITY

Staff: Nil

Financial: Nil

RELATIONSHIPS

Internal:

- Finance Department Team Members
- Chief Financial Officer (CFO)/Finance Manager
- Executive & Corporate Decision Support Team
- Budget Managers
- Business Analysts (BA)
- Other Staff

External:

- Audit NZ
- Banks
- Professional Services
- Tertiary Education Commission (TEC)
- New Zealand Qualifications Authority (NZQA)

KEY RESULTS AREAS

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

1. Management Accounting
2. Financial Budgets and Forecasts
3. Annual Audit and Other Statutory Reporting
4. Fixed/Capital Assets
5. Treasury
6. Procurement, Contract Management Support and Insurance
7. Projects
8. Team and Personal Effectiveness

General Requirements of All Wānanga employees.

Key Result Areas	
What am I meant to do?	How do I know I'm successful?
KRA 1: Management Accounting <ul style="list-style-type: none">• Actual to Budget/reforecast variances are understood and reported in monthly management accounts.• Monitor performance against budget throughout the year using variance analysis and against key performance indicators.	<ul style="list-style-type: none">• Monthly CFO reports are accurate, timely and relevant.• Effective monitoring and variance analysis reporting against budgets and forecasts.• Regular discussions with budget holders and BA to ensure monthly CFO

<ul style="list-style-type: none"> • Provide appropriate economic forecasts and accompanying strategic recommendations as required. • Management reports reviewed regularly to ensure that they enhance the decision- making process. • Assist budget holders and BA in the understanding of monthly management accounts through sound financial and cost advice, high quality support and training. • Complete month-end accounting processes including the interface between Financial and Subsidiary systems. 	<p>report includes clear and adequate explanation of material variances.</p> <ul style="list-style-type: none"> • Early warning of significant variances is provided and explained so as to enable corrective action to be taken. • CFO, budget holders and BA are regularly informed of financial operating and capital performance against budget and forecast. • All reports are completed in full and in an accurate and timely manner to set deadlines. • Monthly Reports are produced in accordance with agreed formats and deadlines. • Evidence and feedback indicate that the provision of sound financial and cost advice is received and understood. • Management accounts are correctly prepared under the accruals / prepayments.
<p>KRA 2: Financial Budgets and Forecasts</p> <ul style="list-style-type: none"> • Assist with the process for budget setting and forecasting within the Wānanga. • Work with budget holders and BA to agree operational and capital expenditure budgets and forecasts. • Assist budget holders and BA in the achievement of budget objectives through sound financial and cost advice, high quality support services and training. 	<ul style="list-style-type: none"> • Financial budgets and forecasts are agreed in a timely manner using systems appropriate for the purpose. • Budgets and forecasts are robust and enable evaluation of financial prospects and strategic direction. • Evidence and feedback indicate that the provision of sound financial and cost advice is received and understood.
<p>KRA 3: Annual Audit & Other Statutory Reporting</p> <ul style="list-style-type: none"> • Assist in the preparation of the annual Financial Statements including accounting policies, notes to the accounts and supporting lead sheets/working papers as required by the Finance Manager • Undertake relevant audit assignments • Assist in the preparation and presentation of achievements, including Statements of Service Performance, financial statements, statistical data and editorial content for Council, the Ministry and other external bodies. • Prepare semi-annual financial statements for Tertiary Education investment financial model (TEIFM). 	<ul style="list-style-type: none"> • Annual Financial statements prepared in accordance with relevant statutory requirements. • Tasks are completed within agreed deadlines • Audit completed within statutory deadlines • Management letter points are addressed. • Accurate financial statements are completed for the TEIFM.

<ul style="list-style-type: none"> • Prepare 5 year and 10-year forecasts for the TEIFM. 	
KRA 4: Fixed Assets <ul style="list-style-type: none"> • Manage the fixed asset register (FAR). • Prepare documentation to process additions onto the FAR. • Process monthly depreciation of assets. • Prepare documentation to dispose of assets. • Post additions and disposals to the FAR. • Reconcile FAR to the General Ledger (GL) monthly. • Monitor actual to budget spend. • Monitor capital work in progress. • Organise regular independent revaluation of assets. • Support Capital Asset Management (CAM). 	<ul style="list-style-type: none"> • Capital Budgets are accurately reflected in the Wānanga's Financial Statements. • Effective monitoring and reporting against capital budgets and variance analysis. • Assets bar coded. • Effective audit process. • Fixed Asset register is continually kept up to date. • Continuous application of the current generally accepted accounting practices (GAAP) to the fixed assets process. • Support the CAMs team
KRA 5: Treasury <ul style="list-style-type: none"> • Ensure investments comply with Wānanga Treasury policy. • Manage portfolio of investments to minimize risks effectively while optimizing investment revenue. • Monitor Wānanga cash flows to ensure liquidity at all times. • Advise in advance when investments are maturing and suggest what the best solution for re-investing. 	<ul style="list-style-type: none"> • Investments comply with Wānanga Treasury Policy. • Maturing investments are not left in current accounts for more than 3 working days when funds are not required for liquidity purposes. • Bank accounts are never overdrawn.
KRA 6: Procurement, Contract Management Support and Insurance <ul style="list-style-type: none"> • To work with the Contracts Administrator in managing contracts from a financial perspective. • Manage insurance policies and claims. 	<ul style="list-style-type: none"> • Financial input, analysis and support is provided to School BA's, Contracts Administrator, and Managers in a timely manner and as agreed with Manager. • Ensures the Wānanga is appropriately insured and receives value premiums. • All insurance claims are settled in a timely and accurate manner.
KRA 7: Projects <ul style="list-style-type: none"> • Provide project management support. • Contribute to the annual Fraud review procedures. 	<ul style="list-style-type: none"> • Timely completion of project work. • All project deadlines met. • Improvements in the internal control environment are delivered.
KRA 8: Team and Personal Effectiveness <ul style="list-style-type: none"> • Attendance at meetings as required. • Provides relief to Finance Team members during leave or peak workload periods. 	<ul style="list-style-type: none"> • Meetings are attended and appropriate advice/support is offered. • Team is supported as required.

<ul style="list-style-type: none"> • Document the critical functions within areas of responsibility. • Continual updating of knowledge of skills relating to technology, administrative systems and other aspects of the position. 	<ul style="list-style-type: none"> • Feedback evidences good communication is fostered with the team and other staff members. • Work processes are updated annually. •
<p>General Requirements of all Wānanga Employees</p> <ul style="list-style-type: none"> • Possess a student-centric work ethic. Actively seek to provide the best possible service to our students; • Promote the Wānanga as a positive and dynamic learning environment; • Strive for high student retention and success. • Meet your obligations under the Health and Safety at Work Act 2015 by. <ul style="list-style-type: none"> ○ Being responsible for maintaining a safe and healthy workplace ○ Following health and safety rules, policies and procedures, ○ Reporting accidents, injuries and unsafe equipment, practices or conditions ○ Taking reasonable care to look after your own health and safety at work, your fitness for work, and the health and safety of others. • Under the Public Records Act 2005, everyone working within Te Whare Wānanga o Awanuiārangi is responsible for creating and maintaining full and accurate records of the activities of the organisation, carried out within established records management guidelines; • 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; • Comply with information and records management policies, standards, guidelines, and procedures; • Be culturally aware and uphold EEO in all aspects of work and development; • Participate in the Wānanga appraisal process; • Improve and develop yourself through training and professional development opportunities; • Undertake any other key duties as agreed with your manager. 	

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

Technical/Professional	
Essential	Desirable
<ul style="list-style-type: none"> • A relevant accounting degree. • A current, unrestricted private motor vehicle licence. 	<ul style="list-style-type: none"> • A relevant post graduate qualification OR current study toward a post graduate qualification. • Full OR provisional membership of the Chartered Accountants of Australia and New Zealand, or an international equivalent.

Experience	
<ul style="list-style-type: none"> • A minimum of three years' experience in preparation of Management Reports. • Experience engaging with, and reporting, and presenting to a wide range of people. • Experience using computerised accounting systems. • Project management skills gained through relevant work experience to facilitate major systems development and implementation, operational imperatives or policy development. 	<ul style="list-style-type: none"> • Systems implementation experience. • Demonstrated understanding of tertiary and Wānanga sectors' policies and frameworks; • Relevant and detailed knowledge and experience in the delivery of corporate services within the public or private sector. • Broad knowledge of relevant accounting standards and appropriate legislation including public sector.
Skills and Attributes	
<ul style="list-style-type: none"> • Advanced spread sheeting skills including use of MS Excel, able to design and implement models for practical use. • Ability to use Microsoft Word, Outlook and Power Point applications effectively to at least intermediate level. • Report writing and presentation skills. • Good communication skills, both oral and written. • High level of self- motivation and initiative. 	<ul style="list-style-type: none"> • The ability to kōrero te reo Māori to at least intermediate level and/or a willingness to improve Te Reo Māori skills beyond basic and a sound understanding of Tikanga Māori.
Competencies	Looks Like
<p>Values Alignment</p> <p>Aligning personal values with organisational values. Modelling commitment to organisational values. Identifying and committing to personal goals, aspirations, and values, and integrates these into practice.</p>	<ul style="list-style-type: none"> • Examines and clarifies personal values and behaviours. • Communicates and models organisational values. • Uses organisational values in decision-making. • Manages own personal development and learning.
<p>Organisational Awareness</p> <p>Having and using knowledge of systems, situations, pressures, and culture inside the organisation to identify potential organisational problems; perceiving the impact and the implications of decisions on other components of the organisation.</p>	<ul style="list-style-type: none"> • Anticipates needs of other departments. • Understands and uses organisational policies and systems. • Uses the organisational structure to solve business problems. • Anticipates impact of actions on other groups.
<p>Business Acumen</p> <p>Identifying, developing and maximising value creation opportunities. Making commercial judgements that relate positively to the outcomes of the Wānanga.</p>	<ul style="list-style-type: none"> • Identifies opportunities for adding value. • Keeps abreast of education trends to make informed judgements. • Commits the Wānanga in commercially astute way.

<p>Attention to Detail</p> <p>Accomplishing tasks through concern for all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; maintaining watchfulness over a period of time.</p>	<ul style="list-style-type: none"> • Clarifies details of tasks. • Completes all details. • Checks outputs for accuracy and completeness. • Follows established procedures. • Maintain checklist to cover details.
<p>Influencing and negotiations</p> <p>Enhancing business performance and relationships by focusing on “Win-Win” outcomes with customers, colleagues, and partners. Effectively exploring alternatives and positions to reach outcomes that gain support and acceptance. Successfully enrolling support for essential strategies and actions.</p>	<ul style="list-style-type: none"> • Explores needs, concerns, interests and effects upon others • Identifies points of agreement / disagreement around issues to generate options. • Identifies those you need to influence for support or to remove obstacles. • Selects and adjusts between direct, forceful, or concessionary styles to achieve desired outcomes. • Achieves concessions or support without damaging relationships.
<p>Results Orientation</p> <p>Establish a course of action individually or with a team to accomplish specific goals which are challenging and beyond current expectations. Working with team members to plan their assignments and appropriate allocation of resources. Establishing procedures to analyse and monitor the results of delegations, assignments or projects.</p>	<ul style="list-style-type: none"> • Sets clear, challenging accountabilities and performance objectives and measure the results. • Commits to action individually, or in the team.
<p>Technical/Professional Knowledge</p> <p>Having achieved a satisfactory level of technical and professional skill or knowledge in position-related areas; keeping abreast of current developments and trends in area of expertise.</p>	<ul style="list-style-type: none"> • Understands technical terminology and developments. • Knows how to apply a technical skill or procedure. • Knows when to apply a technical skill or procedure. • Performs complex tasks in area of expertise.
<p>Teamwork/Collaboration</p> <p>Building and participating in effective teams to accomplish organisational goals. Understanding the importance of collaboration and shared values in creating a high-performance environment. Understanding teams are to drive for better results and enhanced performance; teamwork is as important as teams.</p>	<ul style="list-style-type: none"> • Contributes to team development, shares ideas and achievement of results. • Clarifies roles and responsibilities, and priorities. • Looks to help others. • Supports team decisions and shares accountability within the team. • Works co-operatively and exchanges information freely.

TE WHARE WĀNANGA O AWANUIĀRANGI - VISION, MISSION AND VALUES

VISION

Rukuhia te Mātauranga ki tōna hōhonutanga me tona whānuitanga. Whakakiiā 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 Āhuatanga 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*).

Finance Department

The Finance Team seeks to be a centre of excellence within the Wānanga, providing innovative financial and business support solutions to our Stakeholders. The mission of the Finance Team is to provide timely, accurate and meaningful financial information and advice to the Te Whare Wānanga o Awanuiārangi community to support management decision making.

The Finance Team promotes the efficient use and good governance of Te Whare Wānanga o Awanuiārangi resources and ensures compliance to Te Whare Wānanga o Awanuiārangi stakeholders.

Finance is an essential component of any business and is a part of our everyday lives. In the Wānanga it records and reports on all financial transactions as well as giving financial advice to the Executive and staff members. The Finance team at the Wānanga tries to give the best service and advice possible to its clients and to meet all financial timelines.