

UNIVERSITIES NEW ZEALAND - TE PŌKAI TARA

POSITION DESCRIPTION

Position Title	Manager, Finance and Office
Reports to	Secretary General
Location	Wellington

BACKGROUND

Universities New Zealand – Te Pōkai Tara promotes the common interests of the New Zealand universities through coordination of action across the sector. It is a statutory body with responsibilities for the quality assurance of university academic programmes, university entrance and scholarships.

Universities NZ (UNZ) assists the Vice-Chancellors of the universities at the interface between public policy and higher education, and assists the Vice-Chancellors in making an informed contribution to policy issues, engaging in dialogue between government and the universities and assisting the Vice-Chancellors in developing well-argued, unified responses to policy and to public debate that may impact on university autonomy, financial viability or university research and teaching, and student learning.

Led by a committee comprising New Zealand's eight Vice-Chancellors (the New Zealand Vice-Chancellors' Committee - NZVCC), much of UNZ's work is undertaken through committees and other groups generally comprising a representative from each university. UNZ's activities are supported by a small Wellington-based team.

POSITION PURPOSE

The Manager Finance and Office is responsible for leading the day-to-day financial management of Universities New Zealand, ensuring sound financial stewardship, statutory compliance and effective office operations.

KEY ACCOUNTABILITIES

Finance

- Provide information on previous performance, estimated financial position and prepare budgets for UNZ in consultation with the Secretary General.
- Produce reports to enable analysis of UNZ financial performance and position, including quarterly budget comparisons and estimations of full financial year performance for Vice-Chancellors' meetings.
- Prepare year-end financial accounts for UNZ in conjunction with UNZ's accountants, liaise with the auditors as to their requirements, alterations and explanations. Ensure the publication and tabling of the year-end financial accounts at Parliament within the required legislative timeframe.
- Lead UNZ accounting processes including accounts receivable & payable, credit card management, general ledger, cash management, bank reconciliations and balance these to maintain an accurate record of UNZ activities and position. Maintain valued items, Asset register and depreciation schedule. Complete Inland Revenue requirements GST, IR File, PAYE etc.
- Prepare salary/wages/contractor payments and maintain appropriate records including maintaining annual and sick leave records for UNZ.
- Administration of investments in term deposits and shareholdings within policy regulations. Maintain records in relation to fixed term and shareholding investments.
- Complete cost sharing returns between universities using the cost sharing policy and maintain records within the UNZ accounting system for other affiliated groups and projects.

Office Management

Responsible for the effective ongoing operation of the UNZ premises and office including:

- Manage the relationships, performance, and contracts with wide range of UNZ suppliers including IT support, office services and property management.
- Work collectively with staff both as the leader and in an advisory role to progress projects in a collaborative manner including emergency preparedness, records management, business continuity and staff recruitment.
- Support the Secretary General with the preparation of the agenda and papers for the UNZ meetings and other tasks such as travel, meetings and maintaining filing and archive systems for UNZ as required.
- Undertake other duties as may reasonably be required by the Secretary General including contributing to wider UNZ planning, projects and operations as required.

- Monitor changes to legislation, with external advice where appropriate, and assess the implications for UNZ. Provide advice in areas such as Health and Safety, Employment Law (Including Employment contracts, Holidays Act, etc), KiwiSaver Act – (Including Complying Fund in relation to UniSaver), Taxation (In relation to PAYE, ACC Levies, Fringe Benefit Tax, etc) and the Charities Act.

Statutory

- Maintain oversight of compliance and reporting requirements, with external advice where appropriate, to assist the Secretary General in determining that UNZ is meeting its statutory obligation. This works includes the Code of Pastoral Care, Scholarships, Charitable status, Banking and payments authorisation and financial reporting.

KEY WORKING RELATIONSHIPS

Internal

- Secretary General
- UNZ Staff

External

- A range of suppliers including accountants, IT providers, office suppliers, banks and other suppliers
- University Groups such as the NZ Women in Leadership programme, NZ Council of Deans, Te Kei Māori Staff Development.
- Vice-Chancellors' Executive Assistants
- University staff across the eight Universities

PERSON SPECIFICATIONS

Skills & Knowledge Required

- Demonstrated financial management experience supported by accountancy qualifications or equivalent experience. (Xero experience preferred)
- Experience presenting financial information.
- Experience negotiating and managing contracts.
- Excellent organisational skills, including the ability to work under pressure, meet deadlines and work with minimal supervision.
- Strong problem-solving, analytical, and planning skills.
- Excellent communication skills, including tact, discretion, and cross-cultural sensitivity.
- Strong writing, proofreading, and document management skills.
- Ability to interpret regulations and explain these to others.
- Experience using Microsoft Office products, including Word and Excel.
- Experience in office administration and coordination activities.
- Experience maintaining records, databases, and online information systems.
- A university degree is preferred.

Competencies

- Strong customer service orientation and ability to maintain constructive working relationships with a wide range of stakeholders.
- Consistently demonstrates outstanding communication and listening skills.
- Flexible and co-operative, with a positive “can do” attitude.
- Demonstrates initiative and looks for ways to make improvements.
- A professional, accountable, proactive, and service-oriented approach.
- Excellent attention to detail and ability to manage competing priorities.
- Ability to work collaboratively and contribute positively as part of a team.
- Demonstrates an understanding of the Treaty of Waitangi and its implications for the university sector and at least basic competence in te reo and tikanga Māori.