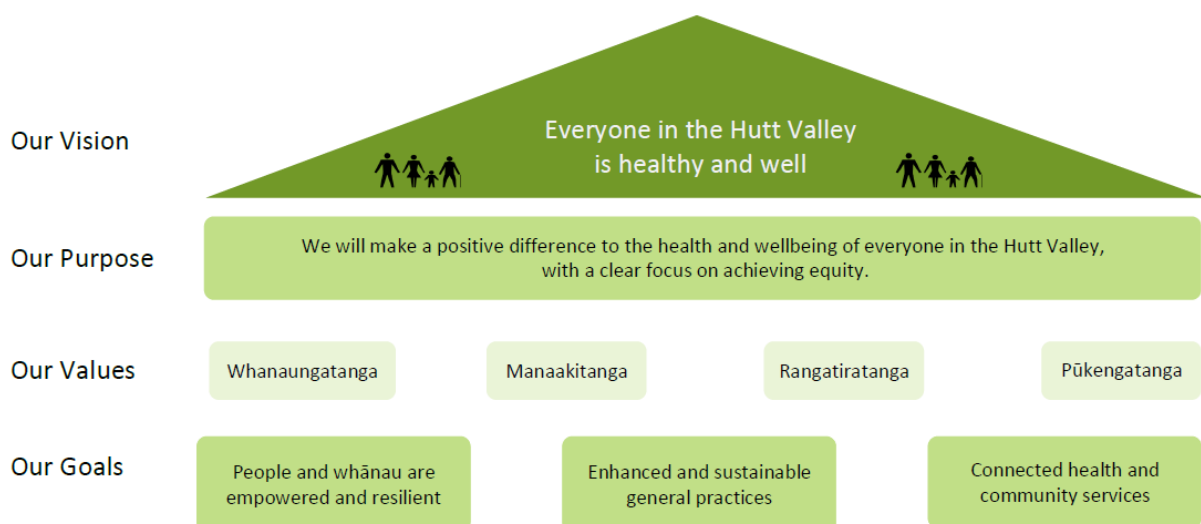


## Job Description

<b>Position title:</b>	<b>Management Accountant</b>
<b>Reports to:</b>	GM Finance and Corporate Services
<b>Direct Reports:</b>	N/A
<b>FTE:</b>	Flexible (0.5 to 0.6 FTE) for specific projects and activities, as agreed between the parties Fixed term – up to 12 months
<b>Functional Relationships:</b>	Chief Executive GM Finance and Corporate Services (GM FCS) GM Programmes and Practice Development (GM PPD) GM Services GM Knowledge Management (GM, KM) Health Promotion Manager Te Awakairangi Health Network (TeAHN) staff TeAHN Board and sub committees Colleagues in other PHOs Hutt Valley DHB Ministry of Health

### Te Awakairangi Health Network (TeAHN)



The organisation is located at 330 High Street, Lower Hutt and operates in various other locations around the Hutt Valley.

**Te Tiriti o Waitangi (Treaty of Waitangi):** Te Awakairangi Health Network is committed to Māori clients and stakeholders and ensuring service activity, development and implementation is undertaken in accordance with the principles of the Treaty of Waitangi – Tino Rangatiratanga, Equity, Active Protection, Partnership and Options

**Position Summary:**

This role provides financial advice, information and analysis to assist managers and the Board to make timely and informed financial decisions, thus enabling the proactive management of financial performance and accountability for public funds. The person will have the ability to articulate detailed financial data in an understandable way that supports decision making.

The role will

- lead the production of monthly reports for managers, using accrual accounting methods
- produce the regular Board reporting
- lead development of forecasting methodology for the current year and for long term planning
- work with GM FCS and managers to produce accurate and timely forecasts
- support year end reporting and audit process
- work with the GM FCS and managers to prepare the annual budget for the organisation
- identify potential processes that can be automated.

The person will also work with the GM FCS, GM KM, managers and business analysts to design and implement integrated reporting of financial and performance data.

Key Functions	Expected Outcomes
Financial advice	Provide expert and strategic financial advice and support across the range of the organisation's activities. Provide financial support to service reporting, including costing and identifying key cost drivers, and feedback on progress against performance measures. Assist managers to use cost/volume information and advise on performance drivers to influence business decisions. Develop systems and processes to improve the efficiency and quality of operational financial management with a view to process automation where possible.
Financial reporting	Lead the production of monthly, regular and ad hoc financial reports for manager and the Board, using accrual accounting methods. Provide commentary on financial data to support effective decision making. Support the year end reporting and audit process. Undertake other financial reporting and analysis as required.
Financial forecasting	Lead development of the forecasting methodology for the current year and for long term planning. Work with GM FCS and managers to produce accurate and timely forecasts.
Budget preparation	Assist managers in the preparation of the annual budget for their part of the organisation. Lead the production of a consolidated view of the draft budget.
Quality improvement	Develop and maintain appropriate accounting processes and methodologies. Apply continuous quality approaches to achieve improvements in the organisation's financial reporting and forecasting. Assist in the design and implementation of integrated reporting of financial and performance data.

<b>Common Organisational Objectives</b>	
Treaty of Waitangi, Māori, Iwi, Pacific communities:	<p>Work collaboratively with Iwi partners, Maori and Pacific organisations to ensure services are culturally appropriate. Service activity, development and implementation is undertaken in accordance with:</p> <ul style="list-style-type: none"> <li>• the provisions of the Treaty of Waitangi: partnership, protection and participation</li> <li>• the vision and strategies of the relevant Māori Health Plan and Pacific Health Plan</li> </ul>
Professional development	<p>Maintain professional competencies and develops own knowledge, by participating in learning opportunities, as appropriate and as agreed by line manager. Identify own learning needs.</p>
Accountability	<p>Work collaboratively with teams across the organisation. Encourage and model integration and teamwork across the Network. Demonstrate accountability for own actions.</p>
Health and Safety	<p>Ensures the safety of self and others at all times. Reports any health and safety concerns through to the appropriate people. Complies with policies, procedures and safe systems of work.</p>
Contribute to the wider organisation	<p>Participate and work in ways that support the strategic direction and objectives of the Network. Contribute to the organisation to ensure that projects are managed, delivered on time and within allocated resources. Participate in organisational strategic and business planning. Provide timely communication of any information that impacts on the organisation and its staff.</p>
<p><b>Qualifications/knowledge</b> Tertiary qualification in Business, Commerce or other relevant qualification or equivalency in experience. Membership of the Chartered Accountants Australia and NZ or equivalent is preferable. An understanding of the health sector is not essential but could be an advantage.</p> <p><b>Experience</b> Experience in a similar management accounting role Strong experience in preparing budget and forecasting models Proven ability to work autonomously and within a team Customer focused with a high level of tenacity and initiative Experience dealing with the complexities of an organisation that plans, funds and delivers health services Is not essential but would be advantageous.</p>	

**Skills**

Ability to quickly grasp an organisation's financial system and apply CQI methodology to improving the financial reporting and forecasting

Demonstrated ability to produce accurate and timely financial reports

Ability to work with managers to produce accurate forecasts

Ability to articulate detailed financial data in an understandable way that supports decision making

Ability to deliver relevant, timely and quality financial reporting and advice in a pragmatic way that suits the business

Excellent analytical and problem-solving capabilities

Excellent computing skills including Excel at an advanced level

Strong relationship management and interpersonal skills

Strong verbal and written communication skills

Influencing and negotiating skills

Highly effective planning and organisational skills, including project management and prioritisation in a complex work environment

**Confirmation of Position Description**

Signature

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Full name of employee:

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Date:

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Signed on behalf of Te Awakairangi Health Network:

Signature

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Name:

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Date:

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