

# JOB DESCRIPTION



## Job Information

Position Title	Finance Manager (0.5 FTE)
Reports to	CEO

## About Sport Taranaki

Sport Taranaki has a values-based culture and a set of guiding principles that capture the beliefs about what is vital and desirable in what we do locally, regionally and nationally.

The following principles underpin our decision making and how we prioritise, plan and review all the work we undertake

- **Expectations:** We support and grow people to achieve excellence
- **Te Tiriti o Waitangi:** We are committed to upholding the principles of Partnership, Protection and Participation.
- **Diversity:** Ensuring that people's identities, language, culture, gender, abilities and talents are recognised, affirmed and their needs addressed
- **Inclusivity:** Every person has the right to participate within an inclusive environment and be treated with respect, empathy and in a positive manner
- **Future Focus:** We aim to create relevant, responsive, inter-generational and sustainable system for all people of Taranaki.

Sport Taranaki's vision is to inspire Taranaki to build a thriving, innovative community through physical activity.

Sport Taranaki's values are the foundation of our organisational culture

- Pono (Trustworthiness)
- Maia (Accountability)
- Rangatiratanga (Leadership)
- Manaakitanga (Care / Support/ Respect)
- Whanaungatanga (Relationships, Kinship, Sense of Family connection)

## Approaches

- **Leadership and Influence:** Develop organisational understanding and provide leadership to inform key stakeholders.
- **Insights:** Use multiple sources of information to understand the needs of participants and improve decision making.

- **Locally Lead:** Ensure that clubs, community groups, schools and whānau are empowered to design and deliver healthy and physically active opportunities at a local level.
- **Physical Literacy** - By understanding the physical, social, emotional, cognitive, and spiritual needs of a participant within their specific environments, we can provide quality experienced in play active recreation and sport that inspire ongoing participation for life.

## Working Competencies

- **Thinking:** Using creative, critical, and metacognitive processes to develop understanding, make decisions, shape actions or construct knowledge.
- **Managing Self:** Knowing when to lead, when to follow and when and how to act independently. Display attributes such as self-motivation, a can-do attitude, enterprise, resourcefulness, reliability, and resilience. Can establish personal goals, make plans, manage projects, set high standards and have strategies for meeting challenges.
- **Relating to others:** The ability to interact effectively with a diverse range of people in a variety of contexts. This includes being an active listener, recognising different points of view negotiating and sharing of ideas.

## About the Role

### Leadership

- Commitment to professional learning and development.
- Play an active role in the Leadership Team including strategic and operational planning.
- Provide effective financial support and appropriate resources to enable staff to perform effectively.

### Strategic Financial Leadership

- Lead the development of a financial strategy aligned to the Organisational Strategy.
- Develop and manage a Funding Strategy with the Leadership Team.
- Creative and innovative thinking regarding funding opportunities and management of all finances.

### Operational Financial Leadership

- Assist the Chief Executive to create a budget with specific KPIs and ensure the organisation delivers performance against that budget.
- Provide regular financial reporting to the Chief Executive, the Leadership Team, the Finance Committee and the Board of Trustees to ensure prudent management of finances, clearly identifying forecast, budget, actual and variances.
- Ensure robust policies, procedures, practices are in place and regularly reviewed, to manage day to day finances and financial risk, including annual audit.
- Manage funding applications with support from relevant staff.
- Obtain quotes and complete grant funding application process.
- Manage reporting requirements expected by all funders.
- Maintain accurate day to day finances including payroll.
- Signatory (bank accounts and internet access).
- Identify, in a timely manner, purchases of equipment/assets that are required.
- Prepare Statistical and Remuneration surveys as required.
- Ensure all IRD and statutory obligations are met and delivered on time.

### **Relationship/Stakeholder Management**

- Develop and maintain positive and productive working relationships and partnerships, internally and externally, to grow opportunities and advance priorities.
- Keep abreast of developments within a range of sectors, especially the sport, community sport, health, active lifestyles and wellbeing sectors.
- Ensure the team provides services that exceed customer and stakeholder expectations of an excellent standard.

### **Business Intelligence**

- Support the development and management of the CRM system to capture local information on participant and market.
- Gather business intelligence through insights and evaluation tools.

### **Core Finance Business Functions**

- With a finance focus:
  - All core business functions are delivered to a high standard through relevant specialists (internal and external).
  - Ensure the development of insights capability within the organisation and through the Sport Taranaki team.
  - Strategies, plans, policies and procedures are developed and regularly reviewed to support the effective delivery of core business functions.
  - Management of technology, systems and processes to ensure the business is supported and can perform its functions effectively, professionally and safely.

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### **Qualifications and Experience**

Our ideal candidate will have:

- 5+ years of experience in a similar role (preferred)
- Accounting degree preferred (CA qualifications would be beneficial but is not required)