

Taumata Arowai

FINANCE MANAGER POSITION DESCRIPTION

Position title	Finance Manager
Reports to	Head of Corporate
Business Unit	Corporate
Location	National Office, Wellington
Type	Permanent fulltime
Salary Range	\$114,000 - \$135,000 - \$155,000
Date	January 2020

Background and Context

In 2019, Cabinet made decisions to reform the drinking water regulatory system, including the creation of a new regulatory body to oversee, administer and enforce this system. Legislation to establish this Crown entity, known as Taumata Arowai (the Water Services Regulator) was passed in July 2020 with a commencement date in March 2021.

As Taumata Arowai will be a Crown entity, the Chief Executive will report to a governance board. It will also need to act consistently with the principles of the Treaty of Waitangi and Te Mana o Te Wai and to engage with Māori and understand perspectives of Māori. A Māori Advisory Group will advise Taumata Arowai in this respect.

This work is part of a wider package of regulatory reforms to address issues and opportunities highlighted by the Government Inquiry into Havelock North Drinking Water and in the Government's Three Waters Reform Programme.

Working effectively with Māori

As Taumata Arowai will be an agent of the Crown, Te Tiriti o Waitangi/the Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi/te Tiriti o Waitangi.

Spirit of Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa

i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

Position Purpose

The Finance Manager will lead and deliver Taumata Arowai's financial, procurement and facilities management functions to ensure the agency is provided with high quality and robust services, which is compliant with legislation and demonstrates good practice.

The Finance Manager is a member of the Corporate Leadership Team who provide a range of enabling services to support the agency to deliver its regulatory functions. As a member of the Corporate Leadership Team, the Finance Manager will contribute to providing strategic leadership and direction to the Corporate workstream, while acting as a trusted strategic financial advisor to the Chief Executive, Board and MAG Chairs and Taumata Arowai Leadership Team.

Staff

Financial Accountant, Finance Officer and a Procurement Advisor.

Delegations

See delegation schedule

Key Accountabilities

As a Crown agency, it is likely that the scope and functions of positions within Taumata Arowai will evolve over time as Taumata Arowai grows and matures. Responsibilities of this position are expected to change over time as Taumata Arowai responds to these changing needs.

People Leadership

- Build and maintain a high performing team that are engaged and motivated to succeed
- Ensure each team member has a clear understanding of how they contribute to Taumata Arowai's vision, values and mandate and have clear, measurable performance and development goals
- Develop a high performing team of trusted advisors who are capable in delivering both strategic and technical advice and work in partnership with the business
- Ensure all team members demonstrate Taumata Arowai's values and behaviours in the engagement with others
- Develop an environment within the team that encourages innovation and collaboration
- Embed and demonstrate Te Ao Māori as a people leader
- Value and respect the diversity of contribution within the team and build an inclusive team culture

Financial Management

- Lead the development of effective financial management within Taumata Arowai to enable the agency to maximise benefit from its resources to enhance performance and drive value
- Act as a trusted financial advisor to the Chief Executive, Leadership Team and Board, providing them with strategic financial advice and leadership to inform and add value to their decision making
- Manage the delivery of a fit for purpose suite of financial services for Taumata Arowai by leading and developing a team of engaged, business focussed finance professionals who provide a high quality, responsive service to managers
- Provide objective financial advice and modelling to the business to support planning, fee and levy setting, reporting and decision making and to enhance financial capability and performance
- Ensure Taumata Arowai has a fit for purpose suite of finance policies, processes, guidelines and tools to operate which are regularly updated for currency and relevance

- Support managers and budget holders to meet their financial management and reporting obligations
- Lead the delivery of all financial processing including receivables, payables, cashflow management and asset management
- Ensure all Taumata Arowai's tax obligations are met
- Manage Taumata Arowai's financial management information system (FMIS) and ensure it provides the data and intelligence required to support robust financial management and monitoring
- Ensure there are the systems and processes in place for the payment of levies and fees
- Implement and maintain a robust internal control environment and that all financial policies, procedures and reporting meet with legislation and best practice

Financial and Management Reporting

- Deliver monthly, quarterly and ad hoc financial and management reporting and advice to budget holders, managers, the Chief Executive and the Board
- Deliver annual financial statements and manage the audit process with Taumata Arowai's external auditors
- Work closely with Taumata Arowai's monitoring agency for forecasting and monitoring purposes and lead the internal budget process
- Ensure the Chief Executive and Leadership Team are informed of and understand any financial risks and issues in a timely and 'no surprises' manner
- Provide the Chief Executive and Board with ad hoc financial reports and advice as required
- Work closely with central agencies (The Treasury, Inland Revenue and Audit NZ) and other key suppliers to build productive working relationships to contribute to robust financial management and reporting
- Work closely with the Strategy and Insights team to contribute to the development and production of strategic planning and external reporting documents – Statement of Intent, Annual Report etc.

Procurement

- Act as a trusted procurement advisor to the Chief Executive and Leadership Team, providing them with strategic procurement advice and leadership to inform and add value to their decision making
- Ensure Taumata Arowai has a robust procurement function which supports managers with their procurement and contract management requirements whilst meeting AOG compliance requirements
- Ensure all Taumata Arowai office facilities are well managed, are legally compliant and staff have the tools and services required to enable them to work efficiently and effectively

Relationship Management

- Develop and maintain productive working relationships with key external stakeholders to achieve Taumata Arowai's outcomes
- Build collaborative and constructive relationships across Taumata Arowai to enhance ways of working and facilitate service delivery
- Represent Taumata Arowai in a range of stakeholder fora including central and cross agency engagement and Select Committee

Health and safety (for self)

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report all incidents and hazards promptly
- Know what to do in the event of an emergency
- Cooperate in implementing return to work plans

Health and safety (for team)

- Inform, develop and equip staff to carry out their work safely
- Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries
- Assess all hazards promptly and ensure they are managed.

Key Relationships

Internal	External
Board Māori Advisory Group Chief Executive and Leadership Team Corporate Leadership Team Strategy and Insights Team Managers and staff	Monitoring agency Central agencies Westpac NZ External auditors Suppliers and vendors

Person Specification

Qualifications

- Relevant tertiary qualification in accounting or equivalent
- Membership of Chartered Accountants of Australia and New Zealand
- Evidence of maintaining continuous professional development

Experience

- Minimum of five years experience post qualification as a Chartered Accountant
- Experience leading and managing within a corporate finance function within a Crown entity
- Experience managing people, resources and work programmes
- Experience providing strategic financial advice to Chief Executives and Senior Leadership Teams
- Experience working in a Crown entity environment
- Experience leading organisational change and systems enhancements desirable
- Experience using FMIS to support decision making
- Experience preparing statutory accounts

Knowledge

- Understanding of the machinery of government and the public policy making process
- Understanding of the AOG principles for procurement and contract management desirable
- Understanding of the financial planning process in the State sector including understanding of the Crown Entities Act, Public Finance Act and GAAP

Skills and Attributes

- Strong budgeting, modelling and financial reporting expertise
- Credibility with senior leaders to engage, influence and challenge where necessary

- Ability to lead and motivate a diverse team to deliver quality enabling services in a dynamic and evolving environment
- Ability to work under pressure and manage ambiguity and complexity
- Demonstrated commitment to the principles of the Treaty of Waitangi and te Ao Maori
- Successful demonstration of promoting diversity and inclusion in the workplace
- Ability to take a strategic and long-term view to business performance