

POSITION DESCRIPTION

Position:	Accountant Kaiawhina Tiaki Pūtea
Reporting to:	Finance Manager Kaitiaki Pūtea
Location:	National Office – Wellington
Staff responsibility:	No formal responsibility for staff
Last Updated:	March 2024

Our Story – Ta mātou kōrero

“Te Rito” (the new shoot at the centre of the flax|harakeke) symbolises the young child, also the learner, embarking on a journey of growth and having limitless potential. “Maioha” means held in high esteem, deeply respected, hence one literal translation of “Te Rito Maioha” is “the treasured shoot”. It identifies that our focus is infants, toddlers and young learners, their teachers|kaiako and that our perspectives are shaped by Aotearoa New Zealand context.

Our Vision – Te pae tāwhiti

Shaping early childhood education so every child thrives and learns.

Ārahina ngā tamarikitanga, kia puawai i roto i to rātou mātauranga ako mō ngā ra o mua.

Our Commitment - Te pae tata

We are a bicultural organisation committed to advocacy, teaching, promotion, and delivery of world class early childhood education for tamariki, whānau, teachers|kaiako and ECE services. We respond by being connected, contributing and agile to ensure successful learning happens together.

Ko Te Rito Maioha he rōpū tikanga rua e manawanui ana ko te rōpū kei runga noa atu mō te reo tautoko i ngā tamariki, ngā whānau, ngā kaiako me ngā whare kohungahunga katoa. Ka tū māia mātou i roto i te mahi kakama, te mahi tūhono, me te mahi taunaki kia pumau te angitu o te ako ngātahi.

Our guiding beliefs | Ngā arataki whakapono

- Every child|tamaiti has the right to high-quality education that complements and supports their and their family's|whānau life.
- Every child |tamaiti in Aotearoa New Zealand has the right to know and enjoy the dual cultural heritage of Te Tiriti o Waitangi partners along with their own cultural heritage.
- People working in early childhood and primary education need access to high-quality teacher | kaiako education, advice, information, resources, to aide their decision-making that affects their profession, their children|tamariki and their families|whānau.

Our Values – Ngā uara

- Making a difference – Te puawaitanga o te tangata
- Honouring Te Tiriti o Waitangi – E matua whakapono ana tātou ki Te Tiriti o Waitangi
- Including everyone – Whakawhanaungatanga
- Being accountable – Kia taea te hāpai i ngā kaupapa katoa ahakoa te aha
- Caring and connecting – Manaakitanga
- Innovating – Whakahihiko hinengaro

About us | Ko mātou

Te Rito Maioha Early Childhood New Zealand is an Incorporated Society of members committed to high quality early childhood education for every child. Established in 1963, the organisation is an influential leader in shaping today's early childhood sector through advocacy, policy, tertiary education qualifications and professional development programmes.

We advocate for early childhood education services and the teachers|kaiako who provide education to thousands of infants, toddlers, and children|tamariki. Our members are drawn from a diverse range of community-based, privately-owned, kindergarten and homebased early childhood education services.

The organisation is governed by a Council made up of elected and appointed members, led by a National President and supported by a National Kaumātua. Our national office is in Thorndon, Wellington and our teaching staff are employed at 11 locations throughout Aotearoa New Zealand.

In 1990 we changed our name and a new constitution reflected our commitment to more equitable outcomes for all tamariki. A further name change in 2015 and refreshed brand indicates our commitment to strongly champion bicultural understanding and practice, which is evident through the content and design of our programmes, teaching, and learning. The organisation is committed to Te Tiriti o Waitangi as the foundation for its programmes and organisational practices and activities.

Our bicultural kaupapa, te reo Māori me ōna tikanga is embedded throughout everything we do and teach. We are committed to ensuring the success of our Pacific nation students across the motu by growing authentic relationships that embraces students' whānau and communities across our programmes.

Te Rito Maioha is also a registered Private Training Establishment (PTE) with the highest Category One rating for a tertiary provider. We are accredited and approved by New Zealand Qualifications Authority (NZQA) to deliver a range of undergraduate, graduate, and postgraduate qualifications (levels 4-9), including specialist teacher|kaiako education, both nationally and internationally.

Since 1980 Te Rito Maioha has delivered undergraduate programmes. From the mid-2000s we commenced delivery of graduate and postgraduate programmes in early childhood education. From 2021 we launched delivery of undergraduate and graduate initial teacher education qualifications for the primary school sector.

We are committed to achieving high-quality teaching and learning by:

- increasing teachers' |kaiako knowledge of Te Tiriti o Waitangi and Aotearoa New Zealand's dual cultural heritage;
- providing access to online blended delivery of undergraduate, graduate, and postgraduate tertiary education programmes leading to recognised and approved qualifications;
- promoting quality teaching and leadership through ongoing professional learning and development programmes;
- providing a range of unique resources and services to our members.

PURPOSE OF THE POSITION

The purpose of this position is to be the inhouse payroll subject matter expert, provide excellent payroll management and to provide effective and efficient finance and accounts assistance to the Finance Manager, finance team and wider organisation.

Other key aspects of the position are:

- Provide end-to-end payroll processing, analysis and reporting to the business.
- Undertaking financial and management accounting functions for Te Rito Maioha.
- Identifying opportunities for integrated and seamless continuous improvement and mitigation of risks relating to Te Rito Maioha's financial administrative and payroll systems and processes.
- Works alongside Accounts Officers, providing support, mentoring, oversight and upskilling when needed.
- Respond efficiently and effectively to all internal and external customers.

PRIMARY OBJECTIVES (includes but is not limited to):

OBJECTIVES	OUTCOMES
Payroll	<ul style="list-style-type: none"> • Inhouse payroll specialist responsible for ownership and administration of Te Rito Maioha's payroll system in accordance with our policies and payroll legislation. • Liaising with payroll system provider to ensure payroll software is up to date with current legislation. • Liaising with payroll system provider around any systems or reporting modifications and upgrades. • Liaise directly with Human Resources to ensure employee data in payroll system aligns with employee files. • Extract data or prepare reporting from payroll system as and when required. • To support the HR function by providing payroll advice, analysis and reporting. • Responding to payroll-related inquiries and resolving concerns • Ensure payroll "desk file" instructions and Disaster Recovery emergency processes are kept current.
Expense claim management	<ul style="list-style-type: none"> • Oversight of staff expense and mileage claim verification, processing and payment. Oversight, training and guidance to AP and AR officers in relation to this task
Bank Accounts	<ul style="list-style-type: none"> • Reconcile all operating bank accounts. • Oversight, training and guidance to AP and AR officers in relation to entries posted to cashbook • Prepare direct credit schedules and administer payments through Business Online.

OBJECTIVES	OUTCOMES
Month End	<ul style="list-style-type: none"> • Prepare month end journals and associated reconciliations, including: <ul style="list-style-type: none"> ○ Vouchers ○ Write offs ○ Fee refunds ○ Payroll reconciliation ○ Head count/FTE ○ Salary accrual information ○ Leave accrual information ○ Managed Investment Fund entries from Jarden reports ○ Prepayments • Balance sheet reconciliations are completed accurately with relevant supporting documents and all variances investigated and corrected. • Ensuring trial balance is ready for incorporation into month end reporting.
Year End	<ul style="list-style-type: none"> • Assist with year-end procedures as required.
Organisational responsibilities	<ul style="list-style-type: none"> • A flexible approach to work is expected as some out-of-hours work will be required sporadically. • Actively and positively participate as a member of the team. • Proactively look for opportunities to improve Te Rito Maioha operations • Adhere to all Te Rito Maioha policies and procedures, guidelines, and standards of conduct • Develop and maintain effective work planning and professional development for areas of accountability. • Perform any other duties as required.
Stakeholder and Relationship management	<ul style="list-style-type: none"> • Contribute to the development and maintenance of effective relationships with key external suppliers, organisations, agencies, individuals and members in order to promote the achievement of Te Rito Maioha's objectives • Build and maintain strong relationships with internal stakeholders • A positive and professional image of Te Rito Maioha and its programmes and services is consistently provided.
Quality, Compliance and Continuous Improvement	<ul style="list-style-type: none"> • Ensure all policies, processes and procedures are current and updated when required • Take self-responsibility to adhere to all Te Rito Maioha policies, processes and procedures, guidelines and standards of conduct to levels satisfactory to Te Rito Maioha.

OBJECTIVES	OUTCOMES
	<ul style="list-style-type: none"> Actively seek to improve ways of working effectively and efficiently that makes a difference to our students taura, members and stakeholders Embed a culture of continuous improvement and record activities of continuous improvement.
<p>Health & Safety at Work</p>	<ul style="list-style-type: none"> Engage and adhere to all areas of responsibility as identified in Health, Safety and Wellbeing policies Ensure all incidents, injuries and near misses are reported into the incident register accurately and in a timely manner. Maintain knowledge of health and safety procedures, and actively support safe work practices in your area of responsibility Take reasonable care of your own health and safety and ensure that your actions don't cause harm to yourself or others Comply with any reasonable instructions, policies or procedures on how to work in a safe and healthy way.
<p>Te Rito Maioha Values Ngā uarā</p>	<ul style="list-style-type: none"> Staff are able to demonstrate Te Rito Maioha Ngā uarā in everything they do and with everyone they interact with every day. Act with unity and purpose, supporting colleagues to achieve Te Rito Maioha's vision Adhere to our values and behaviours framework Tō Tātou Oati Pūmanawa Tangata Demonstrate our values and behaviours in everything we do with everyone we interact with every day.
<p>Tō tātou oati mō te Tiriti o Waitangi Our Treaty of Waitangi Statement</p> <p>The organisation has a commitment to Te Tiriti o Waitangi and the partnership between tangata whenua and tau iwi <i>E matua whakapono ana tenei umanga ki ngā matapono o Te Tiriti o Waitangi me te tū ngātahi a te tangata whenua me tau iwi</i></p> <p>We are moving forward on our bicultural journey in an exciting, challenging and meaningful direction <i>Kei te nuku whakamua tō tātou hiko tikanga ā rua i runga i te wana, i te ngākau māhaki, me te totika</i></p> <p>All parties are committed to the bicultural journey with a sense of significance, purpose, pride and community <i>Kia whakakotahi te katoa i raro i te pono, i te tika, i te wairua hoki o tenei hikoitanga</i></p>	<ul style="list-style-type: none"> Increasingly demonstrates appropriate use of culturally aware behaviour, appropriate use of protocols and pronunciations Is actively involved in bicultural activity either through teaching and learning or professional development Staff and taura are confident in using te reo Māori every day Tuakana, teina relationships are role modelled Ensure a genuine effort is made to build confidence in using te reo Māori naturally and spontaneously and actively engaged in the He Pātaka Reo programme Ensures we are inclusive in all we do and say and strive to be equitable, free from bias, discrimination, and racism. We also strive to ensure that all our work is of high quality We are committed to our bicultural journey with a sense of significance, purpose, pride and community,

OBJECTIVES	OUTCOMES
<p>We honour the history <i>Ka whakanuia te hītori</i></p> <p>We honour the diverse skills and knowledge required to sustain this partnership <i>Ka whakanuia ngā pūkenga me te mātauranga e tika ana kia ū, kia mau ki tēnei tū ngātahi</i></p>	<p>creating an environment that is culturally safe for employees, students and visitors</p> <ul style="list-style-type: none"> • We honour Te Tiriti o Waitangi, its history and the diverse skills and knowledge required to sustain the principle of partnership • Familiar with and ensure outcomes achieved from our Te Kōkiri Tikanga Rua Bicultural Strategy and our Te Moana nui a Kiwa Pasifika Strategy.

LIMITATIONS ON AUTHORITIES

- Expenditure authority on specific types of operational expenditure as per Te Rito Maioha's delegations policy.

WORKING RELATIONSHIPS

- Maintains close liaison with the senior management group, academic/teaching staff and administrative staff as well as external stakeholders, including: suppliers, customers, members, students, agencies of government such as TEC, banks, auditors.
- Expected to keep Senior Leadership Team and the Chief Executive informed on a 'no surprises' basis.

IDEAL PERSON SPECIFICATION

The person specification defines the qualifications, skills and experiences required to undertake the job effectively.

Essential Qualifications, Skills and Experience
• Minimum 5 years' experience in finance operations with no Degree / minimum 1 year with a Degree
• Experience using Jade Payroll or equivalent payroll system
• At least 5 years previous experience of managing the payroll processes for a similar sized organisation
• Working knowledge of financial management information systems (accounting systems)
• Understanding of, and commitment to Te Tiriti o Waitangi
• Successfully support a bicultural kaupapa
• Ability to develop strong and effective working relationships
• Ability to manage multiple priorities simultaneously
• Ability to respect and maintain confidentiality
• Ability to work in a collaborative and consultative manner
• Ability to work to deadlines and under pressure
• Attention to detail
• Demonstrates initiative and ability to work with minimum supervision
• Effective communication and interpersonal skills
• Excellent written and numerical skills
• Innovative with the ability to think outside the square
• Logical and practical. Brings analytical skills to problem solving activities
• Results focused with a desire to produce high quality work and outstanding service to key stakeholders
• Self-motivated
• Sound computer skills and proficiency in the Microsoft Office suite
• Strong problem-solving skills with good judgement

Essential Qualifications, Skills and Experience
<ul style="list-style-type: none"> • Time management and organisational skills • Team worker – able to work collaboratively with the Te Rito Maioha whānau.
Desirable Qualifications, Skills and Experience
<ul style="list-style-type: none"> • A tertiary degree in Finance/Accounting

For this position the **behavioural competencies** have been defined as being:

Key Competencies	Description
Relationship Management	<ul style="list-style-type: none"> • Displays strong interpersonal skills and the ability to relate well to people at all levels • Proactively builds and maintains constructive working relationships with key internal and external stakeholders • Works alongside others, sharing information, ideas, insights and expertise to ensure positive outcomes
Communication	<ul style="list-style-type: none"> • Ensures that the appropriate people are consulted and kept informed and are supplied with relevant information in order to effectively carry out their jobs • Written communication has clarity, fluency, impact and conciseness
Teamwork	<ul style="list-style-type: none"> • Makes a personal effort to be an active member of a team • Works co-operatively with team members • Informs other team members of relevant information and decisions which may impact on their work
Information Management	<ul style="list-style-type: none"> • Demonstrates a strong eye for detail
Results Orientation	<ul style="list-style-type: none"> • Plans and achieves required results without prompting • Takes full responsibility for making things happen within own area of control or where parameters are clearly defined • Uses time and resources effectively
Work Management	<ul style="list-style-type: none"> • Works independently and with a high degree of initiative and self-motivation • Effectively prioritises and manages own work
Service Orientation	<ul style="list-style-type: none"> • Takes action in response to customer enquiries, requests or complaints • Focuses on continuous improvement of quality service • Builds and maintains good customer relationships and ensures customer satisfaction
Personal Development	<ul style="list-style-type: none"> • Takes responsibility for maintaining and improving appropriate knowledge and skills for the mutual benefit of the organisation and individual
Te reo Māori me ngā tikanga Māori	<ul style="list-style-type: none"> • Takes responsibility to research own whakapapa, pepeha • Demonstrates a commitment to the organisations bicultural kaupapa • Actively advocates tikanga Māori practices and protocols

Change to Position Description

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment– including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.