



## TE RŪNANGA O NGĀI TE RANGI IWI TRUST

### SITUATIONS VACANT

#### UNIT: IWI SERVICES

#### POSITIONS AVAILABLE:

START DATE: 15 JANUARY 2020

##### 1. MANAGEMENT ACCOUNTANT – 1 FTE

Days: Monday to Friday

Hours: 37.5 hours per week to be worked between 8.30am to 4.00pm

#### DESCRIPTION:

##### MANAGEMENT ACCOUNTANT

The Management Accountant is responsible for the monthly business unit reporting of Te Rūnanga o Ngāi Te Rangi Iwi. The role will be pivotal in equipping managers with the financial information to inform effective service delivery decisions that are within budget constraints. We are looking for someone who is either a recent graduate to enter as a graduate management accountant or an experienced management accountant.

Responsibilities of the job include:

- preparing monthly financial reports
- analysing department performance
- analysing and monitoring OPEX
- undertaking financial administration
- liaising with managers and other staff
- liaising with company Accountant
- supervising finance administration team
- developing and managing financial systems/policies
- leading the budget and forecasts process
- creating strategies to support business development

#### PROCESS FOR APPLICATION:

- Job Advertisement for a period of two weeks
- Applicants submit Letter of Interest and CV to [janine@ngaiterangi.org.nz](mailto:janine@ngaiterangi.org.nz) by **Friday 3<sup>rd</sup> January 2020**.
- Shortlist invited to formal interview. Prior to your interview you will receive an assessment form and a Police Vetting form for you to fill in and send back with the required paperwork to the Iwi Services.
- Interview Process
- Unsuccessful applicants will be notified by Iwi Services.

If you have any questions then please email Huhana Rolleston [huhana@ngaiterangi.org.nz](mailto:huhana@ngaiterangi.org.nz) or telephone 07 575 3765.