
POSITION DESCRIPTION

JOB TITLE:	FINANCE OFFICER – Branch and Project
LOCATION:	National Office, Wellington
CONTRACT TYPE:	Permanent, Full time
REPORTS TO:	Finance Manager
DIRECT REPORTS:	None

Save the Children:

Save the Children New Zealand ('SCNZ') is a non-governmental organisation that fights for children's rights worldwide.

It is part of Save the Children International (SCI), which is made up of 29 member organisations who work together to carry out joint programmes in more than 120 countries around the world. This makes SCI the world's largest independent child rights development organisation.

Together, SCI members implement more than US\$1.3 billion worth of development projects annually.

Context and Purpose of Position:

Since 2007, SCNZ has been going through a period of significant change that has brought on new opportunities and challenges.

To capitalise on any current opportunities, it is critical that SCNZ's financial processes are streamlined, and that relevant data is regularly provided to the Senior Management Team (SMT) in order to support efficient decision making.

The Finance Officer is expected to provide support to the Finance Manager and is also responsible for:

- branch network budgeting, reporting and analysis ensuring the integrity of accounts, and providing financial information to a range of stakeholders.

In addition, the Finance Officer is expected to work closely with, and provide assistance to other members of the SCNZ Team in support of specific projects.

Key areas of Responsibility:

TASK	KEY RESULT AREAS
Financial Management	<ul style="list-style-type: none"> • Assist in the development and maintenance of adequate systems to facilitate accurate recording and reporting of all financial data and in particular branch and retail network data. • Provide financial management support for projects
Reporting and Analysis	<ul style="list-style-type: none"> • Assist in the provision of accurate and timely management reports to the Board CEO and SMT • Analyse branch and retail network performance
Budgeting	<ul style="list-style-type: none"> • Assist in the development of annual budgets

Banking and Cash Management	<ul style="list-style-type: none"> • Manage the reconciliation /balancing of branch bank account balances • Monitor branch bank account balances and the transfer of funds between SCNZ's accounts • Liaise with branches and SCNZ's bankers to ensure that branch bank mandates are current.
Accounts receivable	<ul style="list-style-type: none"> • Prepare invoices • Monitor accounts receivable, and follow-ups with debtors (to ensure that cash is received on time / as required)
Accounting	<ul style="list-style-type: none"> • Prepare monthly accrual journals for branch network • Undertake account reconciliations, including with various balance sheet accounts • Investigate any unexpected items • Assist with development of budgets • Contribute to the preparation of annual financial statements • Assist with the twice yearly retail stock take • Assist with the audit of annual financial statements
Reporting	<ul style="list-style-type: none"> • Prepare and distribute financial reports to the branch and retail network • Provide information and reports to the Finance Manager, or to others on request
Support to branches	<ul style="list-style-type: none"> • Provide branch Treasurers and Retail Officers with appropriate advice and support as required • Maintain the Branch Finance Manual
	<ul style="list-style-type: none"> •
BusinessProcesses	<ul style="list-style-type: none"> • Maintain and update documentation on key business processes • Recommend improvements to financial systems, policies, and/or procedures to the Finance Manager as required • Develop and Implement changes to systems or procedures on request
General duties	<ul style="list-style-type: none"> • Maintain orderly and comprehensive filing systems (both in paper and computerised forms) • Advise the Finance Manager of any issues • Assist with other financial or administrative tasks if required

This may also include any other duties within reasonable limits, as requested by your line manager. Specific Key Performance Indicators for your role will be developed annually and reviewed quarterly by you and your line manager in conjunction with the current business plan and organisational needs of SCNZ.

SCI Organisational Values:

SCI VALUES	SCI DEFINITIONS	DEMONSTRATED BEHAVIOURS
Accountability	We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners, and most of all children	<ul style="list-style-type: none"> • Takes personal responsibility for key deliverables • Happy to admit mistakes, and learns from both mistakes and successes
Ambition	We are demanding of ourselves and our colleagues, set	<ul style="list-style-type: none"> • Sets clear goals and objectives that are ambitious in their nature

	high goals, and are committed to improving the quality of everything we do for children	<ul style="list-style-type: none"> • Is committed to continuous improvement in work efforts and activities • Proactively seeks relevant opportunities • Demonstrates personal drive and commitment
Collaboration	We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children	<ul style="list-style-type: none"> • Team player who works co-operatively with colleagues • Is fair and reasonable to others • Able to clearly understand organisational priorities • Identifies and maintains key stakeholder relationships effectively
Creativity	We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children	<ul style="list-style-type: none"> • Innovative in approach to their role • Embraces and supports organisational change
Integrity	We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children	<ul style="list-style-type: none"> • Acts with honesty and transparency in all dealings, maintaining an ethical approach to work • Behaviour in accordance with SCNZ and SCI good conduct guidelines

Delegated Authorities:

AREA	DELEGATION
Financial	<ul style="list-style-type: none"> • As per delegations policy
Staffing	<ul style="list-style-type: none"> • As per delegations policy
Other	<ul style="list-style-type: none"> • As per delegations policy

Person Specification:

The Finance Officer will be expected to have and utilise the following skills and qualities while working for Save the Children New Zealand:

1. A tertiary qualification in a related discipline, qualification as an Accounting Technician and/or adequate practical experience.
2. Excellent bookkeeping and keyboard skills
3. In-depth knowledge of at least one general ledger package(knowledge of Microsoft Great Plains would be advantageous, but is not a requirement)
4. Advanced knowledge of the Microsoft Office Suite, particularly MS Word and MS Excel
5. Sound planning and organisational skills, and a proven ability to meet deadlines - must be outcome driven and accountable
6. Strong problem solving skills, with an eye for detail
7. Warm and friendly people skills when dealing with staff, volunteers and members of the public
8. Ability to communicate effectively, with a strong command of both spoken and written English
9. Commitment to the vision, mission, values, principles, and aims of Save the Children.