



Business and Finance Officer

JOB DESCRIPTION

Position	
Location	Papakura Marae, 29 Hunua Road, Papakura
Time commitment	Full time
Reports to	Chief Financial Officer
Reports from	Nil
Key objectives	<ul style="list-style-type: none"> • Maintain financial compliance and integrity • Strengthen business operations and administration • Support financial sustainability
Key responsibilities	<p>Financial Management</p> <ul style="list-style-type: none"> • Prepare and monitor budgets, process accounts payable and receivable, manage payroll, and maintain accurate financial records. • Produce regular financial reports for management, trustees, and funders. <p>Business Administration and Compliance</p> <ul style="list-style-type: none"> • Ensure compliance with financial policies, legislation, funding agreements, and audit requirements. • Maintain organisational records, contracts, entity documentation <p>Operational Support and Coordination</p> <ul style="list-style-type: none"> • Provide support to back office colleagues in areas of need such as reporting, technology, project coordination and planning
Position Purpose	The Business and Finance Officer is responsible for ensuring the integrity and accuracy of Papakura Marae internal and external reporting and compliance requirements and will provide high level financial accounting, budgetary, business process support to the Business and Finance team, and the wider Senior Leadership Team. This role ensures the effective stewardship of financial resources, compliance with funding and regulatory requirements, and supports the sustainable growth of the organisation.
About Papakura Marae	<p>Papakura Marae is a maataawaka Marae organisation with over 50 services for whanau across a number of sectors. Our programmes are focused on whanau, and aim to foster positive whanau outcomes, including;</p> <p>Health – General Practice, community health, long term conditions, mental health, Tamariki ora, in-schools outreach, vaccination</p>

	<p>Social Services – Family Start, whanau services, teen parenting, transitional</p> <p>Whanau Ora – Whanau ora services, rangatahi engagement, community connect, employment, driver licensing, Food bank</p> <p>Justice – Pae Oranga supported resolutions panel</p> <p>Partnerships – Weekly community dinners, food bank with ACM</p> <p>Cross agency – Co-located agency staff, Social Wellbeing Board, MDCAT, Mangai</p>
Strategic Intent	<p>Toitu te whenua, toitu te Reo Maori, toitu te Tiriti o Waitangi, Whatungarongaro te tangata</p> <p>We work hard to provide unconditional care and support for whanau, and we do what it takes to respond to needs in our community.</p> <p>Values:</p> <p>Whanaungatanga High morale / Strong relationships</p> <p>Manaakitanga High standards of care and delivery</p> <p>Rangatiratanga Credible leadership</p>

KEY ACCOUNTABILITIES

Finance	<ul style="list-style-type: none"> • Prepare and maintain accurate financial records and reporting systems. • Process accounts payable and receivable. • Coordinate payroll • Reconcile bank accounts and financial transactions. • Prepare monthly, quarterly, and annual financial reports where required • Assist with budgeting, forecasting, and cashflow management. • Support annual audits and liaise with external accountants and auditors. • Monitor expenditure against budgets and funding agreements. • Policy compliance
Operational Support	<ul style="list-style-type: none"> • Work in collaboration with members of the Business and Finance Team to support the operations of the organisation • Provide advice and technical support in matters of importance for the efficiency of the organisation • Contribute to project planning and coordination
	<ul style="list-style-type: none"> •

PERSON SPECIFICATIONS

Qualifications	A qualification in Finance is preferred. However candidates without a qualification and experience in a financial setting are also considered
Experience	At least 3 years experience in a similar role ie. accounts, payroll, finance

	Experience in a NGO is preferred. But the right candidate will be committed to working in a whanau-centered, Marae organisation
Skills /knowledge behaviour	<ul style="list-style-type: none"> • Excellent working knowledge of Te Tiriti o Waitangi, and the fundamental place it has in guiding, shaping and strengthening our practise. • Proficiency in Te Ao Maori and strong understanding of Tikanga Maori. Te Reo Maori beneficial, not a requirement • Comfortable learning and contributing toward Marae based activities • Astute written and verbal communication skills • Ability to work independently with confidence • Excellent agility with the ability to pivot when required • Accountability and quality improvement • Effective communication • Tika me te pono: Integrity and trust
Personal qualities	<ul style="list-style-type: none"> • Trustworthy, honest, fair, practical, proactive, adaptable and hardworking • Willing to learn and grow • Open minded and compassionate
	KEY RELATIONSHIPS
Internal	<ul style="list-style-type: none"> • Senior Leadership Team • All teams at Papakura Marae
External	<ul style="list-style-type: none"> • Suppliers and Account Holders • Funders

