

POSITION DESCRIPTION			
<b>Role Title:</b>	Head of Finance	<b>Reports to:</b>	General Manager, Strategy and Assurance
<b>Direct Reports:</b>	Five	<b>Location:</b>	Wellington
<b>Financial Delegations:</b>	TBD	<b>Non-Financial Delegations:</b>	TBD
<b>The Royal Commission:</b>	<p>The Royal Commission of Inquiry into Abuse in Care was established in February 2018. The Inquiry will investigate the abuse and neglect of children, young people and vulnerable adults who were in the care of State and faith-based institutions in New Zealand between 1950 and 1999 and examine ways to stop further abuse.</p> <p>The Royal Commission is committed to the principles of Te Tiriti o Waitangi and the Treaty Engagement team bring a kaupapa, tikanga and te reo Māori focus to the development of the Inquiry work programme.</p> <p>For more information on the Royal Commission please see our <a href="#">website</a>.</p>		
<b>Our vision:</b>	<i>“Transforming the way we, as a nation, care for children, young people and vulnerable adults in our communities”</i>		
<b>Our values:</b>	<p>Our values underpin everything we do:</p> <ul style="list-style-type: none"> <li>• Aroha</li> <li>• Transparency</li> <li>• Fairness and Balance</li> <li>• Independence and Determination</li> </ul>		
<b>Position Purpose:</b>	<p>The Head of Finance is responsible for the effective delivery of budgeting and reporting for the Royal Commission, as well as the delivery of property services and the administration of financial transactions processed by DIA on behalf of the Commission. This role ensures that the Commission follows best practice financial processes and that appropriate mechanisms and reporting is in place to ensure the Commission is well managed from a finance perspective.</p> <p>The Head of Finance co-ordinates the Commission’s budgeting process, and the preparation of funding requests, as well as ongoing monitoring and reporting on the Commission’s financial position.</p> <p>This role is a trusted advisor to the Executive Director, ELT, SLT, General Manager Strategy and Assurance and is the Commission’s principal financial advisor.</p>		



**Key Responsibilities:**

**Finance Policies and Procedures**

- Works with the SLT to develop and implement best practice financial policies and procedures that meet the requirements of the administering agency and general Government expectations;
- Ensure that appropriate financial controls are in place and followed
- Ensures that policies and procedures are implemented, maintained and ensure compliance across the Commission.
- Maintain all established finance systems and processes and make continuous improvements.

**Budgeting**

- Manage the budget bid process with Treasury and the Administering Agency, ensuring that bids are robust and meet the expected standards;
- Ensure that robust budgets are prepared for the Commission, both for the life of the Commission and annually;
- Ensure that budgets are appropriately monitored for each directorate.

**Advice**

- Partnering with the various directorate General Managers to provide financial advice as and when required
- Provide advice to the Executive Director, General Manager Strategy and Assurance and ELT/SLT as and when required.

**Reporting**

- Oversee financial reporting for the Commission, ensuring budget holders are provided with appropriate monthly financial reports, so that they can actively manage their budgets;
- Raise issues with the SLT/ED as required for the sound financial management of the Commission and to maintain appropriate levels of probity;
- Ensure that the financial reporting requirements of the administering agency and Treasury are met within the timeframes required;
- Liaising with internal and external auditors as appropriate
- Preparing additional reporting and analysis as required.

**Property and Accounts**

- Manage and oversee the delivery of property services to the Commission – this includes property in both Wellington and Auckland
- Manage and oversee all accounts payable transactions and ensure payments are completed in a timely manner.

**Leadership**

- Builds and maintains a Financial Services team that provides timely, professional financial advice and services to the Commission;
- Coaches and mentors' direct reports to develop skills and capabilities;
- Performance Management and Development of team members

<b>Key Responsibilities Con'd:</b>	<ul style="list-style-type: none"> <li>• Builds and maintains a strong performance culture and customer service focus for the delivery of financial services to meet the needs of the Commission;</li> <li>• Actively manages people and financial resources</li> <li>• Ensures the Finance Team plans and achieves work plans</li> <li>• All other duties as required.</li> </ul>
<b>Competencies and Behaviours:</b>	<ul style="list-style-type: none"> <li>• The ability to communicate with, and gain the trust and respect across the organisation</li> <li>• Proven ability to influence in order to support effective financial management and decision making</li> <li>• The ability to work under pressure and with little supervision to meet deadlines, set priorities and meet the requirements of a range of stakeholders.</li> </ul>
<b>People Leaders:</b>	<ul style="list-style-type: none"> <li>• As leaders our role is to manage the performance of our teams, to develop their capability through coaching, mentoring, learning and development and actively sharing our knowledge and expertise.</li> </ul>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• A tertiary qualification in accounting, or equivalent</li> <li>• NZICA Chartered Accountant qualification (or equivalent) preferred</li> <li>• Strong technical expertise and proven experience in a senior Finance leadership role;</li> <li>• Evidence of maintaining continuous professional development;</li> <li>• Previous experience in managing a team to achieve proven results</li> <li>• Experience in budget management and financial reporting.</li> </ul>
<b>Health and Safety:</b>	<ol style="list-style-type: none"> <li>1. Anybody that has responsibility for a person/s must comply with the requirements of the Commission's health and safety policies. It is an expectation that this will include: <ul style="list-style-type: none"> <li>• Communicating health and safety expectations with workers and enable participation in training;</li> <li>• Monitoring compliance and ensure the accurate reporting, recording and investigation of workplace incidents;</li> <li>• Supporting the early return to work of employees following injury or illness;</li> <li>• Upholding health and safety standards in the workplace and foster active worker participation in health and safety.</li> </ul> </li> </ol>



<b>Health and Safety continued:</b>	<p>2. Everyone is required to:</p> <ul style="list-style-type: none"><li>• Take reasonable care for their own health and safety;</li><li>• Take reasonable care that they do not adversely affect the health and safety of other people;</li><li>• Co-operate with any reasonable workplace policy or procedure that has been communicated;</li><li>• Comply, with any reasonable instruction that is given by the Commission to allow it to meet with its health and safety obligations.</li></ul>
<b>Flexible Working:</b>	<p>Here at The Royal Commission your work life balance is important to us. We offer flexible working arrangements on a case by case basis; these will need to be agreed to with your leader.</p>