

POSITION DESCRIPTION

FINANCE OPERATIONS & SYSTEMS MANAGER

(1.0 FTE)

Our Vision

A world shaped by love, compelled and informed by the Gospel.

Our Mission

To equip students and scholars to renew their communities with a faith as intelligent as it is courageous.

Location

This role is based at Laidlaw's Henderson campus.

Key Relationships

Responsible to:	Chief Financial Officer
Key Direct Reports:	Assistant Accountant Payroll & Finance Administrator Receptionist & Finance Administrator
Key Indirect Reports:	Student Services Assistant
Other Key Relationships:	People Leaders Senior Leadership Team

Role Purpose

The Finance Operations & Systems Manager will be strategically instrumental in the delivery and continuous improvement of Laidlaw's financial systems and data. On a day-to-day basis, they will provide proactive technical and people leadership for the interface between Finance and wider College systems and teams.

Role Accountabilities

ACCOUNTABILITIES	KEY TASKS
Systems Leadership	<ul style="list-style-type: none"> • Lead the needs analysis and formation of a business case for Laidlaw College's current and future finance system needs. • Scope new general ledger and finance system solutions that future-proof College's operations. • Project manage the analysis, design and implementation of new Finance systems. • Lead the ongoing integration of finance systems with wider College systems and platforms. • Responsible for user training, including seeking and responding to user feedback.
People Leadership	<ul style="list-style-type: none"> • Contribute to the development and implementation of the financial strategy for the college, alongside the CFO. • Provide leadership, mentoring and direction for the Finance Team, to ensure the delivery of financial activities that are fit for purpose for College. Provide recognised CA mentorship when applicable. • Equip and develop a collaborative team, modelling supportive and empowering working relationships. • Develop effective partnerships with Faculty and other College business units, including capacity development of financial literacy and budget management for people leaders and budget holders.
Financial Reporting / Budget / Audit / Compliance	<ul style="list-style-type: none"> • Deliver timely business intelligence to leaders and the wider College that underpins data and evidence-driven decision making, including reporting, forecasting and analysis. • Refine existing, and develop new financial reports for budget holders, senior leadership and National Governing Council. • Ensure the integrity and ongoing development of College's financial data, controls, policies and processes. • Work with the CFO to develop and manage Laidlaw College's Statement of Service Performance to meet the requirements of the NZ Charities Services reporting standards. • Assist with annual Budget processes. • Assist with the external audit process. • Ensure compliance with regulations, legislation, standards, trust deeds, IPSAS, and tertiary education compliance requirements.

Qualifications, Skills & Experience

QUALIFICATION/SKILL/ EXPERIENCE	DETAILS
Educational qualifications	<p>Essential</p> <p>Tertiary qualification in accounting.</p> <p>Desired</p> <p>Chartered Accountant/Associate Chartered Accountant status with the Chartered Accountants of Australia and New Zealand or a recognised international equivalent.</p>
Skills/Knowledge/ Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience in effective systems development and implementation • Demonstrated problem analysis and sound judgement • Experience in leading finance teams • Excellent oral and written communication skills, including a demonstrated ability to think analytically about issues and express ideas clearly • Ability to communicate technical information effectively to non-expert audiences • Proven experience in undertaking systems accounting in a medium sized organisation. • Demonstrable commitment to improving financial management • Ability to quickly assimilate new information or areas of work • Ability to quickly establish and build strong working relationships • Well organised with excellent planning / project management skills • High level computer literacy skills <p>Desired</p> <ul style="list-style-type: none"> • Proactive, inclusive and influential people leadership style that builds a positive team culture and performance • Tertiary sector knowledge and experience, particularly relating to fees, Public Trust, government stakeholder and statutory reporting
Further characteristics	<p>Commitment to the vision and mission of Laidlaw College</p>