

ROYAL FOREST and BIRD PROTECTION SOCIETY OF NZ Inc.

Position Description

Position Title: Finance Manager
Position Location: National Office
Business Group: Corporate Services

The Society and its objectives.

Forest and Bird is a membership-based national conservation organisation. It has been New Zealand's leading conservation organisation since 1923. Its unique point of difference with other conservation groups in New Zealand is that it has a community-based branch structure while having a regional and national overview and presence. The Society is also the BirdLife International Partner in New Zealand.

The Mission of the Society is to:

"Preserve and protect the indigenous flora and fauna and natural features of Aotearoa New Zealand, including land and water habitats"

Its strategic focus is to *'be the voice of nature'*

The Society is a key advocate for nature conservation, both on land and in the marine environment. It is often the only organisation speaking out for our endangered plants, and natural places that do not otherwise have a voice of their own. At a national level it does this through advocacy to Government and within the wider community, through its communications and the promotion of specific project and campaigns. Forest and Bird branches are active in their own communities in resource planning and a wide range of local and regional conservation and restoration projects. Its Kiwi Conservation Club (KCC) connects children and their parents with nature conservation.

The Society is self-funded through its members and its supporters. Therefore promotion of the Society, its work and successes, is key to its ongoing effectiveness as an organisation with a strong membership and financial base.

Responsible to: Group Manager Corporate Services

Responsible for: Assistant Accountant

Key Relationships:

| Internal | External |
|--------------------------|--------------------------|
| GM Corporate Services | ANZ & Kiwibank |
| Chief Executive | Reserves Committees |
| National Treasurer | Threatened Species Trust |
| Leadership Team | Auditors |
| Forest and Bird members | IRD |
| Forest and Bird branches | |
| National Office staff | |
| Regional staff | |

Objectives of the Position

The Finance Manager role is responsible for providing strategic, innovative and effective financial advice and services so that the Society's:

- leadership is provided with quality financial information
- needs for financial planning and monitoring information are anticipated and met and users are satisfied
- financial systems and software are current and suitable for the purpose
- responsibilities under relevant legislative requirements for financial planning and reporting are met
- activities are effectively and efficiently delivered

The Finance Manager will have a specialist role within the leadership team, attending and actively participating in key meetings.

Key Responsibilities

| | |
|---------------------------------|--|
| Team Management | <ul style="list-style-type: none">• Culture within the Finance team is actively developed in a way that supports the achievement of organisational goals.• The Finance team's performance is managed effectively; team members are accountable, focused on results and delivering as expected.• Learning and development needs are supported and encouraged and their careers are developed. |
| Leadership and Planning | <ul style="list-style-type: none">• Drive development and review of finance policies and actively participate in documents such as the strategic plan, operations plan and similar activities• Apply financial policies and monitor the application of these across the Society• Provide policy advice on financial issues• Identifying opportunities to improve profitability & delivery of the organisation strategic plan |
| Management Reporting and Review | <ul style="list-style-type: none">• Review monthly financial statements prepared by the Assistant Accountant• Provide monthly reports to Governance Management Audit & Risk Committee (GMARC) and the Leadership team• Provide high quality, proactive and value-added analysis, each quarter to the Board, including insight and support to the business, robust analysis on Profit & Loss, Balance Sheet, Cashflow, variance analysis, KPIs and future forecasting |
| Financial Reporting | <ul style="list-style-type: none">• Prepare year end accounts for National Office and consolidation of Branches• Drive the continuing development of financial reporting in line with current legislation• Ensure appropriate control and governance frameworks, and risk managing practices are in place to support the integrity of the financial results |
| Financial Management | <ul style="list-style-type: none">• Manage and maintain shares, investments and rates• Regular analysis and monitoring of cash flows and trends |

| | |
|-------------------|---|
| Branch Support | <ul style="list-style-type: none"> • Provide guidance and training to Branch Treasurers with their reporting requirements • Align branch financial support with One Society goal and five year plan to have all branch financial statements prepared by National Office |
| Financial Systems | <ul style="list-style-type: none"> • Operate and review financial reporting systems |
| Budget | <ul style="list-style-type: none"> • Preparation and delivery of the annual budget process |
| Audit | <ul style="list-style-type: none"> • Preparation and delivery of the annual audit |

Decision Making/Delegations

Manage the expenditure for assigned projects within the limits of delegations assigned from time to time by the Group Manager Corporate Services

Key Accountabilities

- *To meet performance criteria set by the Group Manager Corporate Services at the start of each reporting year.*
- *To complete assigned projects or tasks on time, within budget and in accord with any delegations given or limitations enunciated by Society Policy, Chief Executive or the Group Manager Corporate Services.*
- *To represent and present the Society in a positive manner which maintains its reputation and relationships with significant opinion leaders and organisations.*

Performance Criteria

An individual Development Plan will be developed that reflects the contribution this position is expected to make towards achieving the Society's conservation objectives and measures. The Development Plan will contain objectives that are consistent with the Key Responsibilities in this Position Description.

Qualifications

The Finance Manager will be a seasoned and mature leader with at least 12-15 years of broad finance experience, gathering and evaluating financial information and making actionable recommendations to senior leadership. S/he will have experience managing finance (accounting, budgeting, control, and reporting)

Key Competencies and Position Requirements

- *A minimum of a CA with at least 10 years in a management position;*
- *Demonstrated excellence in managing finance, accounting, budgeting, control, and reporting.*
- *Skill in examining, developing, reengineering, and recommending financial policies and procedures.*
- *Strong analytical skills and experience interpreting a strategic vision into an operational model.*
- *A collaborative and flexible style, with a strong service mentality. Needs to be seen as a team player who is committed to lifelong learning.*

- *A hands-on manager with integrity and a desire to work in a dynamic, mission-driven environment.*
- *An effective communicator, with strong oral and written skills.*
- *Strong commitment to developing team member/s.*
- *Positive interpersonal skills and the ability to work with colleagues and relate to people at all levels and all backgrounds in the community.*
- *Ability to work as part of and contribute to multi-disciplinary teams.*
- *Demonstrated commitment to the Society, Chief Executive and Leadership Team.*
- *Ability to build strong working relationships and influence for results*
- *Experience in an NGO environment is advantageous.*

Updated July 2018