

Finance Manager

Matua - pūtea



Presbyterian Support
Central

enliven



Role specification

Role Title

Finance Manager

Business Unit

Finance

Location

Central Hub

Reports to

Chief Financial Officer

Direct Reports

3-5 Direct Reports

Purpose of the role

The purpose of the Finance Manager role is to lead the finance team and oversee the day-to-day financial operations. Key responsibilities include managing the month-end process and delivering timely and accurate financial information. The role also includes responsibility for annual budgeting, forecasting, ensuring compliance, preparation of annual accounts, audit support, systems enhancements, management reporting, debtor management, and continuous process improvement.

Organisational overview

Presbyterian Support Central's (PSC) vision is of inclusive communities where people and families are safe, strong and connected. Our caring team is dedicated to providing person-centred, culturally responsive, caring and professional support to people from all walks of life. We are a not-for-profit organisation providing services in Taranaki, Whanganui, Horowhenua, Manawatu, Wairarapa and the greater Wellington region. PSC is one of seven autonomous regional Presbyterian Support organisations. Collectively we are one of Aotearoa New Zealand's largest not-for-profit health and social service providers

PSC's services for tamariki and their whānau are provided by Family Works, while our services for elders are provided by Enliven. Our Family Works services support children, young people, families and communities who have experienced trauma, family violence, separation, poverty, stress and anxiety, to have a safer and brighter future. Our Enliven services create age-friendly communities where people are happy and thrive, regardless of their age or ability. Our homes and villages are places where older people have companionship, choice, variety, fun, meaningful activity and a sense of purpose.



PSC is a charity incorporated under the Charitable Trusts Act 1957. While we operate as a separate entity to the Presbyterian Church, our name is a celebration of our beginnings, our heritage and the values we share.

Key Accountabilities

Lead the Finance Operations

- Lead, support, and coach Finance team members and foster a collaborative, high-performing team.
- Ensure the delivery of accurate and timely financial outcomes across all areas of responsibility.
- Provide strategic financial leadership, contributing to informed decision-making and long-term planning organisational planning.
- Promote a culture of accuracy, accountability, and continuous improvement within the finance function.
- Support performance management, by providing regular feedback, completing annual performance reviews and contributing to personal development plans for team members.
- Act as deputy to the Chief Financial Officer (CFO) leading the finance function in their absence and ensuring business continuity.

PSC Management financial support

- Prepare, review, and distribute management reports and financial analysis to Enliven, Family Works, and Central managers, ensuring accuracy and timeliness.
- Lead the annual budgeting process and support forecasting activities, working collaboratively with managers to validate and finalise budget inputs.
- Prepare monthly Board reports and key financial metrics, delivering clear and insightful reporting to support governance.
- Ensure timely completion and review of monthly reconciliations, resolving reconciling items promptly and maintaining strong internal controls.
- Oversee the Accounts Payable process, ensuring accuracy, compliance, and timely processing of transactions.

Reconciliations and Compliance

- Ensure timely completion and review of monthly reconciliations, addressing all reconciling items promptly and accurately.
- Manage Work in Progress (WIP) accounts, ensuring they are actively monitored and capitalized timely and appropriately.
- Oversee the integration and reconciliation of payroll data into accounting systems, ensuring accuracy and compliance.
- Lead the year-end financial process, including preparation of Annual Financial Statements, coordination of the external audit, and delivery of the internal audit programme.



- Ensure compliance with relevant legislation, including the Charities Act 2005, Trusts Act 2019, and Retirement Villages Act 2003.
- Oversee the accurate preparation and timely lodgement of tax obligations, including GST.
- Maintain ownership of the Balance Sheet, ensuring the integrity and accuracy of the general ledger.
- Strengthen internal controls, maintain robust accounting policies, and enhance financial reporting frameworks.
- Oversee the financial management of fundraising activities, ensuring all income is accurately captured, recorded, and reported.
- Oversee the debt collection process to ensure maximum recovery of outstanding debts and minimise the need for write-offs.

Relationship Management

- Build effective working relationships across departments, ensuring financial and accounting policies are clearly communicated, regularly updated and consistently applied.
- Collaborate with external auditors, providing required documentation and ensuring accuracy and integrity of financial statements.
- Demonstrate adaptability, maintaining high performance in dynamic and changing environments.
- Deliver training and guidance to enhance financial understanding among Managers and Administrators, promoting strong financial engagement.
- Engage with the Senior Leadership Team to provide financial insights to inform strategic decision-making.
- Champion improvements in financial reporting, policies, processes, and workflows to enhance efficiency, transparency, and accuracy.
- Promote financial literacy across the organisation, reducing ambiguity and empowering informed decision-making at all levels.

Systems Management and Processes

- Support the CFO in the development, implementation, and continuous improvement of financial management systems, ensuring system performance, data integrity and effective reporting design.
- Manage and maintain account structures and reporting dimensions, ensuring alignment with organisational and reporting requirements.
- Authorise and monitor system access, maintaining the security, integrity, and confidentiality of financial data.
- Assist with planning and implementation of system upgrades, including testing, user training, and change management support.
- Develop and maintain system training materials, ensuring users have access to clear, up-to-date guidance.



Debtor and Cash Management

- Conduct regular reviews of debtor accounts, proactively addressing aged debt in collaboration with Administrators and Managers to maintain low debt levels.
- Monitor and forecast cashflow, ensuring proactive financial planning and sufficient liquidity for operational needs.
- Identify and flag potential issues in cashflow forecasts, to support timely and informed decision-making.
- Engage with Managers and Administrators to implement strategies that actively reduce outstanding debtors.
- Ensure estate refunds are calculated accurately and processed promptly in accordance with policy and expectations.

Other duties

- Provide strategic support to the CFO, Senior Leadership Team (SLT), and wider organisation on new initiatives and process improvements that drive efficiency and enhance financial literacy.
- Provide backup support for other Finance team members as required, ensuring continuity of operations.
- Undertake additional financial duties or projects as requested by the CFO and SLT, contributing to the broader goals of the finance function and organisation.

Health, safety and wellbeing

- Support organisational health, safety and wellbeing initiatives
- Support a culture of wellbeing at PSC
- Role model good health and safety practice and behaviours
- Report all hazards, incidents, accidents and near misses
- Support managers and the organisation in remaining compliant to health and safety legislation

Core Competencies



Customer Service

- Strive to provide excellent customer service across the business. Is visible, accessible and approachable to management and staff – meets with people across the business and in different locations
- Actively seek input from clients and key stakeholders to identify their unique business needs, goals, opportunities and risks
- Is responsive to client requests and queries, attends promptly to any concerns and resolves these where at all possible
- Aware of what sites and clients are saying - listens to and understands their needs
- Ensure that client expectations are managed, and delivery capability clearly communicated.





Communication

- Practice active and attentive listening
- Explain information and give instructions in clear and simple terms
- Willingly answer questions and concerns raised by others
- Respond in a non-defensive way when asked about errors or oversights, or when own position is challenged
- Is confident and appropriately assertive in dealing with others
- Deal effectively with conflict.



Relationship Management

- Actively attempt to identify client's unique business needs, goals, opportunities and risks
- Actively seek input from clients and key stakeholders to ascertain needs
- Demonstrate thoughtfulness, courtesy, openness and respect for the organisation's clients and employees. Gains trust and confidence
- Establish and sustain positive working relationships with people at all levels. This includes the development of networks, promoting the organisation's brand and purpose and seeking new ideas
- Foster an open, collective, mutually beneficial and co-operative culture within the wider organisation.
- Ensure that client expectations are managed and delivery capability clearly communicated
- Attend promptly any client concerns and resolves these where at all possible.



Taking Responsibility

- Plan and organise work, allocating time to priority issues, meeting deadlines and coping with the unexpected
- Adjust work style and approach to fit in with requirements
- Persevere with tasks and achieves objectives despite obstacles
- Is flexible in thinking and open to changes affecting role and condition
- Is reliable - does what one says one will
- Consistently performs tasks correctly - following PSC, Family Works and Enliven policy and procedures and protocols.





Teamwork

- Develop constructive professional working relationships
- Has an open positive manner
- Is visible, accessible and approachable to management and staff – meets people across the business in different locations
- Works cooperatively - willingly sharing knowledge and expertise with colleagues
- Shows flexibility - is willing to change work arrangements or take on extra tasks in the short term to help the service or team meet its commitments
- Support in words and actions, decisions that have been made by the organisation
- Understand the impact of own role, and how that directly or indirectly supports the work of wider team and organisation.



Quality and Innovation

- Sets high standards for self
- Constantly looking for innovative ways to achieve greater levels of efficiency, cost-effectiveness and growth
- Provide quality service to those who rely on one's work
- Looking for ways to improve work processes - suggests new ideas and approaches
- Explore and trials ideas and suggestions for improvement made by others
- Show commitment to continuous learning and performance development.

Person Specification

Qualifications

- Chartered Accountant (CA ANZ or equivalent)
- Tertiary qualification in Accounting, Finance or related discipline.
- Experience using BI reporting tools (IBM Cognos TM1 experience preferable)

Experience

- Demonstrated senior finance leadership experience, with the proven ability to lead, mentor, and develop high-performing teams.
- Strong analytical and problem-solving skills, with a track record of driving sound financial decision-making.
- Excellent communication and influencing skills, with the confidence to engage and build credibility across all levels of the organisation.
- Experience in both management and financial accounting, with a strong understanding of financial operations.



- Extensive experience in year-end financial reporting, including annual accounts preparation, external audits, and familiarity with not-for-profit financial frameworks.
- Highly proficient in financial systems, with a demonstrated ability to identify and implement process improvements and operational efficiencies.
- Advanced Excel and financial modelling skills, supporting robust forecasting and scenario analysis.
- Proven ability to maintain and develop accounting policies and procedures, ensuring consistency and compliance.
- Strong experience in compliance management and balance sheet reconciliations, maintaining high standards of integrity and accuracy.
- Experience in leading financial management cycles, including budgeting, forecasting, reporting, and cashflow management.

Te Tiriti o Waitangi

Presbyterian Support Central honours te Tiriti o Waitangi, accords value to te ao Māori (the Māori world), supports kaitiakitanga (guardianship) and is responsive to the needs of Māori.

All staff are encouraged to celebrate cultural diversity in the workplace. This is about respect, engagement, and honouring all people while at the same time acknowledging the unique role of Māori as Tangata Whenua.

Position Description

The role description will be reviewed regularly in order for it to continue to reflect the changing needs of the organisation. Any changes will be discussed with the position holder before being made. Annual objectives and performance measures will be set each year during the annual performance planning and development meeting.

