



Job Title:	Financial Controller - Poutaki Pūtea	Department:	Organisational Performance
Report lines:			
Direct Reports: 1-2	Reports To: Deputy Chief Executive - Organisational Performance	Key Stakeholders: Deputy Chief Executive Leadership team Organisational Performance Organisational Performance Group All Ngā Taonga Staff	

About Ngā Taonga Sound and Vision

The New Zealand Archive of Film, Television and Sound Ngā Taonga Whitiāhua Me Ngā Taonga Kōrero (operating under the name Ngā Taonga Sound & Vision) is an independent charitable trust overseen by a Board of Trustees representing film, television, radio, archival, Māori and community interests.

Ngā Taonga is New Zealand's audiovisual archive. We save and cherish the stories, creativity and history of Aotearoa New Zealand in sound and moving images. With strong values of connection, conservation and commitment our purpose is to collect, preserve, care for and share Aotearoa New Zealand's audiovisual taonga. Our kaupapa expresses our commitment to the principles of the Treaty of Waitangi and reflects Māori and Pākehā perspectives, language and aspirations. It guides the way we work with each other, with audiovisual taonga and with those connected with them.

Position Purpose

The Financial Controller - Poutaki Pūtea is responsible for leading the financial and payroll team in pursuit of the overall financial objectives of the Archive. This role is responsible for leading the team that delivers financial management and reporting, as well as ensuring payroll, investments, and capital expenses, ensuring uninterrupted cashflow operations in alignment with the Treasury Policy.

This role is instrumental in providing financial and budgeting advice to the leadership team and other managers and reports to the Board. The Financial Controller and their team do this by providing a consistently high level of customer service, managing and prioritising projects and requests according to standards and criteria and providing process insights to assist with forecasting, continuous improvement, cost recovery, strategy and reporting.

Key Accountabilities

1. Systems, Planning and Thought Leadership

- Work collaboratively with colleagues across Ngā Taonga to contribute to relevant strategies, policies, and group business plans, championing excellent finance practices.
- Share information on the Archives finance environment, resources, work programmes and capabilities to inform strategy development, resource allocation and decision-making.
- Ensure revenue and expenditure meet budgets.
- Ensure accounts payable and accounts receivable are managed effectively.
- Manage day to day operations of the Finance team to ensure the achievement of key targets, primarily around the financial control and management of the Archive.
- Monitor and control of the cash position, with reference to efficient cash management
- Prepare and submit monthly estimates and month-end reporting in accordance with pre-determined

deadlines

- Drive and maintain the annual budgeting process in addition to the re-forecasting of this as required
- Manage month end bank reconciliation process within set timeframes.
- Manage Inland Revenue and compliance filing.
- Ensure Investments and term deposits are appropriately managed within active Treasury management Policy and practice.
- Maintain efficient and effective internal controls.
- Complete the independent annual Audit according to pre-determined timeline.
- Manage external auditor relationships.
- Ensure all finance and payroll related systems are fit for purpose.
- Ensure timely payroll, creditor and capital expenses occur without cash flow interruption.
- Legislative changes are updated in the required systems and policies.
- Other duties as delegated by their manager

2. Contribute to Organisational Performance Leadership Team

- Work collaboratively with other members of the Organisational Performance Leadership Team to develop and implement the business group's operational workplans.
- Share information on the team's operating environment, work programmes, resources and capabilities to inform strategy development and decision-making.
- Champion Ngā Taonga with external partners and stakeholders.
- Lead, drive and contribute collaboratively with colleagues to identify and progress business improvement initiatives, cross-functional projects and organisation development activities.

3. Financial Advice

- Provide coaching and support to kaimahi in line with legislation and internal policies to ensure they increase their financial literacy and obligations as appropriate for their role.
- Ensure the Asset register accurately reflects all assets at all times and is fully reconciled to the balance sheet; and information is available to managers to enable proactive asset management.
- Provide advice on procurement including reviewing contracts and ensuring financial risks are effectively mitigated.
- Prepare accurate and appropriately informative reports for the Assurance and Risk Committee, the Board and the Leadership Team.

4. Lead Your Team

- Lead the team to ensure they respond using excellent customer services practices to internal and external requests for financial information
- Provide leadership and line management to direct reports, building and developing a high-performing team with individual goals and objectives that are aligned with the team workplans and connected to the Ngā Taonga bigger picture.
- Maintain oversight of the current capabilities in the team and build capability by coaching and mentoring direct reports (and others as appropriate), identifying capability gaps and ensuring all team members have an appropriate professional development plan to develop their skills and capabilities.
- Ensure expectations and accountabilities of all team members are clear and documentation is up to date and consistent with expectations, and that systems are in place for reporting.
- Ensure team functions are kaupapa-centred, effective and high performing.
- Identify and manage resourcing needs for all work programmes.

- Manage the recruitment, onboarding and induction of team members in line with Ngā Taonga practices, to set them up for high performance.
- Identify opportunities and changes that constantly seek to improve the employee experience within the team and across Ngā Taonga.
- Identify key issues and risks and mitigate / escalate appropriately.
- Take responsibility for sharing digital skills and understanding across members of the team.

5. Mātauranga Māori

- Advocate and support our commitment to a kaupapa-centred approach across all roles and activities of Ngā Taonga and encourage others to do the same.
- Identify and participate in job relevant learning activities to develop or enhance your understanding of Ngā Taonga philosophies, values and principles relating to our kaupapa-centred approach, taonga Māori and mātauranga Māori.
- Take responsibility to ensure taonga Māori and mātauranga Māori interests are considered, and where appropriate, included in the course of your work activities.
- Encourage and support the use and normalisation of te reo Māori in the workplace.

6. Customer Service and Relationship Management

- Provide a level of customer service to internal and external parties that enables optimal outcomes.
- Maintain positive relationships with internal stakeholders through regular and open communication.
- Establish and maintain positive relationships with external stakeholders, where required.
- Prioritise requests according to set standards and criteria
- Contribute to customer service culture, processes, and procedures.

7. General Digital Capability

- Continuously seek to improve your digital capability as appropriate for your role.
- Encourage and support others to increase their capability by sharing your own digital skills.

8. Health, Safety and Wellbeing

- Be aware of the Archive's hazards and risks, and the established controls to proactively meet all standards.
- Comply with all relevant Health and Safety policies, requirements and legislation.
- Be alert to identify or respond immediately to health and safety issues.
- Maintain your own wellness, health and safety within the workplace, and encourage others to maintain theirs.

Key Behaviours

Conservation		Connection		Commitment
Tika	Aroha	Hono	Tangata	Pono
<i>Do what is right</i>	<i>Integrity and Trustworthiness</i>	<i>Connection & Collaboration</i>	<i>Do what is right</i>	<i>Integrity and Trustworthiness</i>

Outcome: We are trusted		Outcome: We are connected	Outcome: We are valued
Valued Behaviour	Narrative/Explanation		
We value the collection by sharing it	<i>As kaupupuri of the audiovisual archive of Aotearoa, we work hard to ensure the collection is discoverable and accessible for both current and future audiences while adhering to professional best practice for audiovisual archiving. When we preserve and present archival material, we do so with appropriate attention to kaitiakitanga, manaakitanga, tikanga and the Archive's reputation. We also value and uphold the rights of depositors, kaitiaki and copyright holders.</i>		
We lift each other up	<i>We value everyone's contribution, skills and mana. We understand that our words matter, our behaviours matter and our colleagues matter. We show that by taking responsibility for the energy we bring into Ngā Taonga and our workspaces and by being generous in our interpretation of other people's motivations and actions.</i>		
We are easy to work with	<i>We work collaboratively and with integrity so that we are trusted and respected by both our colleagues and our stakeholders. We keep our promises – and we don't make promises we can't keep. We continuously improve our processes and our communications so that our work is efficient and effective as well as understood and valued.</i>		
We strive to do better	<i>We improve our chances of success by collaborating, seeking and encouraging alternative views, deliberately learning from the past, and ensuring that what we learn is made available to others – now and in the future. We recognise multiple worldviews as being valid, and we respect and acknowledge them. We understand and use feedback loops, reflecting on what worked and what didn't, and sharing this information so that we can all improve. We own our mistakes and don't blame other people</i>		
<i>We use our time and resources responsibly</i>	<i>Every day we focus on delivering value for money – with our own time, with the time of our colleagues, and with the financial, physical, environmental and intellectual resources at our disposal. We are thoughtful about our impact on the physical environment. We are always mindful of the significant contribution our funders, including New Zealand taxpayer makes to our organisation.</i>		

Qualifications (or equivalent level of learning)

Essential	Desirable
<ul style="list-style-type: none"> • Finance or Accounting degree • CA, CPA, or AT 	

Knowledge/Experience

Essential	Desirable
<ul style="list-style-type: none"> • A minimum of 5 - 7 years of relevant experience, including 3 years of work in a similar position. • Extensive experience across all Finance and Payroll disciplines. • Team leadership experience • Excellent excel and accounting software and reporting skills. • Excellent oral and written communication skills and a high level of proofing accuracy. • Proven ability to multi-task and utilise own planning processes to appropriately prioritise and work to 	<ul style="list-style-type: none"> • Understanding of the public service, or not-for-profit sector, and with an interest in the cultural and heritage sector. • Experience with providing procurement advice.

<p>timeframes.</p> <ul style="list-style-type: none">• Strong ability to work under pressure, maintaining accuracy.• Ability to engage and influence across the whole organisation.• Initiative, flexibility and nous.• Strong discretion and ability to maintain confidentiality.• Strong thought leadership.• High level of operational skills.• Excellent inter-personal skills, with a strong focus on managing relationships.• Understanding and awareness of Te Tiriti o Waitangi	
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From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.