

## Finance Secondment Opportunities

We have two exciting opportunities for a Finance Business Partner and an Accounts Assistant to join the Te Pūkenga National Office team in support of our Finance team.

### Finance Business Partner

This role will report to the Strategic Finance Manager.

This is a full-time position through until November 2025.

### Kaupapa | Purpose

- Flexible location

The Finance Business Partner will provide expertise and management accounting services across the Te Pūkenga network to make business critical decisions by analysing and presenting key financial data.

The Finance Business Partner will coach, provide advice and support to leaders for all areas of financial management, ensuring consistency and best practice.

This roles responsibilities include:

- Providing management accounting expertise in support of the finance team at national office and across the wider Te Pūkenga network.
- Providing superior finance support to leaders throughout our Te Pūkenga network, including coaching that assists with required processes and increases financial acumen. This includes (but is not limited to) advice to budget managers and staff on the development of budgets, budget methodology and management of budgets and forecasts.

To be successful in this role you will have:

- Minimum degree level qualification in accounting.
- Membership of CAANZ or equivalent.
- Demonstrated experience providing expert management accountancy insight and advice in commercial or government sector finance roles.

## Accounts Administrator

This role will report to the Head of Financial Reporting.

This is a full-time position through until March 2026.

### **Kaupapa | Purpose**

- Flexible location

The Accounts Administrator will work as part of the national finance reporting and accounting team to provide high-quality accounting services that support the delivery of accurate, timely and reliable financial information.

The Accounts administrator will focus on ensuring financial systems and processes operate effectively to ensure managers have access to accurate and timely information.

This roles responsibilities include:

- **Transactional processing**
  - Processing accounts and incoming payments in compliance with financial policies and procedures including delegated authority limits, GST and other Te Pūkenga Policy and statutory requirements.
  - Performing day to day financial transactions, including verifying, classifying, and recording accounts payable data, ensuring all transactions are correctly coded.
- **Sub Ledger Maintenance**
  - Raise invoices as requested and monitor prompt payment.
  - Processing accounts receivable invoice requests and buyer created tax invoices as required in compliance with financial policies and procedures.

To be successful in this role you will have:

- Tertiary qualification in accounting or a related field or a related field or the equivalent body of knowledge gained through experience.
- Experience working in commercial or government sector finance and accounts payable roles.

If you would like to request a copy of the Position Description or to express your interest, please email [peopleandculture@tepukena.ac.nz](mailto:peopleandculture@tepukena.ac.nz). The closing date for expressions of interest is Friday, March 28th 2025 at 5pm.

We expect that anyone expressing interest has first discussed the impact of a secondment with their current manager.