

## POSITION DESCRIPTION

**This document provides an indicative description of the purpose and accountabilities of the role and specifies competencies required to sustainably attain Foundation North objectives. Actual performance requirements and expectations should be included in the annual performance agreement.**

### SECTION 1: TITLE AND REPORTING RELATIONSHIPS

<b>Position title:</b>	<b>Senior Management Accountant</b>		
<b>Reports to:</b>	Head of Investments and Finance (HIF)		
<b>Business unit:</b>	Investments and Finance		
<b>Location:</b>	Auckland		
<b>Author:</b>	HIF		
<b>Approver:</b>	CEO	<b>Approval Date:</b>	28 April 2026

### SECTION 2: ROLE PURPOSE

The Senior Management Accountant has primary oversight for the end-to-end finance function of the Foundation, ensuring robust financial management, statutory compliance, and high-quality financial insights to support management decision making. This includes providing specific finance support to the internal consultancy division.

The role is also required to support the controls associated with paying of Grants and safeguarding the Trust's investment portfolio, including trade execution, cash flow management and performance reporting.

As a senior accountant, the role offers the ability to support assessing the financial viability of some organisations applying to the Foundation for grant funding.

The Foundation is constantly reviewing and improving their operating model and the Senior Management Accountant will be responsible helping lead and implement change as appropriate.

This Position Description forms a component part of the Senior Management Accountant's performance agreement alongside other components such as the Foundation's Strategic Plan, Annual Operational Plan and Individual KPI's and Foundation Policies.

### Role accountabilities

#### Financial Reporting & Compliance

- Oversee the accounts payable function, including suppliers, Trustees and Grant payments, ensuring processes and controls are adhered to and working effectively.
- Own the preparation of monthly, quarterly, and annual financial reporting for the Trust to management and the Board.
- Prepare statutory financial statements for the Foundation and subsidiaries in accordance with applicable accounting standards and regulatory requirements.
- Lead the annual audit process, acting as the primary point of contact for external auditors and ensuring timely completion of audited financial statements.
- Maintain strong internal controls (including balance sheet reconciliations), financial policies, and procedures in line with best practice governance standards.
- Ensure compliance with all tax, trust and regulatory obligations (including filing and reporting requirements).
- Provide back up support for payroll and ensure staff are paid accurately on time.

**Budgeting, Forecasting & Performance Management**

- Lead the annual budgeting process, working closely with internal stakeholders to align budgets with strategic objectives.
- Support the management and reporting of Granting budgets, ensuring outstanding grants remain valid.
- Prepare rolling forecasts, long-term financial projections, and scenario analyses to support capital allocation and specific policy decisions.
- Deliver insightful management reporting, including variance analysis and commentary for management, Board and Committee.
- Monitor specific project operating costs to ensure efficient use of Trust resources.

**Investment Operations**

- Assist the Investments team with trade execution, cashflow management and other operational activities as required.
- Oversee investment accounting, including valuation, performance reporting, income recognition, capital movements, and reconciliations.
- Assist with investment performance analysis and reporting for management and trustees

**Trust & Stakeholder Support**

- Provide specific finance support for the internal consultancy division, The Centre for Social Impact (CSI), managing revenue and providing project accounting support
- Leverage financial literacy to support the assessment of financial need and viability of some organisations seeking grant funding from the Foundation
- Provide high-quality financial advice and analysis to the Leadership team and Governance committees, including contributing to papers and presentations for Board and Committee meetings.
- Support strategic initiatives, new investments, and special projects from a financial and commercial perspective.

**Systems, Process & Continuous Improvement**

- Maintain and improve finance systems, processes, and reporting frameworks to enhance efficiency and accuracy.
- Identify and implement opportunities for automation and process improvement.
- Support risk management and continuous improvement of financial governance practices.

**Health & Safety accountabilities**

*The Health & Safety Management System outlines the key responsibilities for Managers & Employees. Please refer to this for further information.*

<b>Budget per annum</b>			
<i>Personnel Dimensions (employees reporting to this position directly and indirectly)</i>			
<b>Number of Staff:</b>	Direct:	Indirect: 1	Total:
<b>Decision making authority</b> <i>It should be made clear whether the job holder is solely accountable for making decisions or whether they are shared with other team members.</i>			
a)			
b)			

<b>SECTION 3: COMPETENCIES</b>		
<b>Rating Scale (for competencies):</b>		
<p>Core Competencies for the position are listed below. Descriptions/ Behaviour Indicators for these are detailed in the Foundation North Competency Model.</p> <p>Essential Competencies are highlighted in bold, with descriptions/ behaviour indicators for these detailed below.</p>	<p><b>P - Proficient</b></p> <ul style="list-style-type: none"> <li>• Takes responsibility, demonstrates the competency consistently</li> <li>• Handles delivery independently</li> </ul>	<p><b>E - Expert</b></p> <ul style="list-style-type: none"> <li>• Seen as a role model for this competency</li> <li>• Uses it in new situations.</li> <li>• Identifies new ways of doing things and innovates</li> </ul>
<b>Core and Leadership Competencies</b>		
<b>Competency</b>	<b>Essence</b>	<b>Rating Scale</b>
Building Relationships	<ul style="list-style-type: none"> <li>• Establishes rapport and trust with others to create and maintain positive relationships with others.</li> </ul>	P
Communicating Effectively	<ul style="list-style-type: none"> <li>• Creates understanding and has influence with others through clear communication, listening effectively to others and using a range of techniques to assist people to consider alternate points of view. Presents using a confident and succinct style, and expresses self clearly and concisely in written communication.</li> </ul>	P
Teamwork	<ul style="list-style-type: none"> <li>• Demonstrates a commitment to their colleagues and the organisation by placing the team requirements before individual needs and working together to achieve common goals.               <ul style="list-style-type: none"> <li>○ Sees self as part of a team - does not work in isolation</li> <li>○ Actively works to promote a positive team culture</li> <li>○ Speaks constructively about colleagues</li> <li>○ Works to achieve common goals</li> <li>○ Accepts responsibility for achieving shared goals</li> <li>○ Words and actions show support for the vision and decisions of the team</li> </ul> </li> </ul>	P
Analytical Thinking/Judgement & Problem Solving	<ul style="list-style-type: none"> <li>• Takes a methodical approach to problem solving to make good decisions, identifying and analysing key issues and linkages, then selecting and implementing the most appropriate solutions.               <ul style="list-style-type: none"> <li>○ When presented with an urgent situation, exercises good judgement, quickly identifying approaches that are most likely to be useful including seeking appropriate assistance when required</li> <li>○ Methodically considers all the risks in a situation and ensures actions and solutions are appropriate</li> <li>○ Engages in critical questioning</li> <li>○ Looks for underlying causes and seeks to address those rather than make a "quick fix"</li> <li>○ Regularly considers the interests of the wider organisation / programme, and sets priorities and adjusts actions accordingly</li> <li>○ Identifies relevant solutions</li> </ul> </li> </ul>	P

<p>Planning &amp; Organising</p>	<ul style="list-style-type: none"> <li>• Plans and manages time efficiently and considers resources and time frames to successfully complete tasks to achieve specified outcomes. <ul style="list-style-type: none"> <li>○ Is organised and well-prepared for own work</li> <li>○ Manages time efficiently so that all tasks and responsibilities are completed on time and to required standard</li> <li>○ Plans, prioritises and effectively implements own work activities in an environment where interruptions and unexpected events are the norm rather than the exception</li> <li>○ Accurately scopes out length and difficulty of tasks and projects</li> <li>○ Adjusts priorities when appropriate</li> <li>○ Remains focused on outcomes</li> <li>○ Keeps up-to-date, legible, accurate and complete records as required</li> </ul> </li> </ul>	<p>P</p>
<p>Managing Health &amp; Safety</p>	<ul style="list-style-type: none"> <li>• Ensuring own Health and Safety and that of others by observing safe and healthy work practices.</li> </ul>	<p>P</p>
<p>Stakeholder Focus</p>	<ul style="list-style-type: none"> <li>• Making stakeholders and their needs a primary focus of one's actions; developing and sustaining productive stakeholder relationships. <ul style="list-style-type: none"> <li>○ Is dedicated to meeting the expectations and requirements of internal and external stakeholders</li> <li>○ Establishes and maintains effective relationships with stakeholders and gains their trust and respect</li> <li>○ Anticipates and consistently strives to exceed stakeholder expectations</li> <li>○ Understands and adapts to stakeholders changing needs</li> </ul> </li> </ul>	<p>P</p>
<p>Cultural Competency</p>	<ul style="list-style-type: none"> <li>• Is culturally responsive and relates to stakeholders within their cultural context and respects and works effectively with diversity and difference.</li> </ul>	<p>P</p>
<p>Integrity &amp; Self-Awareness</p>	<ul style="list-style-type: none"> <li>• A person with this competency acts with honesty and maturity. <ul style="list-style-type: none"> <li>○ Acts honestly and ethically</li> <li>○ Can be relied on to complete tasks and meet commitments</li> <li>○ Displays an open-minded, non-judgmental attitude towards others</li> <li>○ Displays openness to feedback from others</li> <li>○ Shows in word and action a commitment to our vision and values</li> <li>○ Keeps sensitive information confidential and avoids gossip and unfair criticism</li> </ul> </li> </ul>	<p>E</p>
<p>Representing the Organisation</p>	<ul style="list-style-type: none"> <li>• Communicating in a professional manner which is a consistent, positive reflection on the organisation</li> </ul>	<p>P</p>
<p>Taking Responsibility</p>	<ul style="list-style-type: none"> <li>• Is motivated to achieve what is expected and strives for learning, results and goal achievement.</li> </ul>	<p>P</p>

<b>Qualification &amp; Experience</b> <i>What is the typical background required to competently perform the responsibilities of the job? (including technical skills and qualifications)</i>		
<b>Requirement</b>	<b>Essential</b>	<b>Preferred</b>
<b>Education</b>	<ul style="list-style-type: none"> <li>Chartered Accountant</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li><u>Minimum of 4 years work experience in management accounting role</u></li> <li>Minimum of 4 years management accounting with end-to-end responsibility</li> <li>Business partnering, presenting reports and influencing stakeholders.</li> <li>Operates with a high degree of autonomy and judgement in a small or lean finance environment</li> </ul>	<ul style="list-style-type: none"> <li>Audit experience</li> <li>Trust, funds management, not-for-profit, or institutional investment environments</li> <li>Understanding of investment accounting and financial reporting for investment portfolios.</li> <li>Familiarity with trustee governance and Board reporting</li> <li>Familiar with XRB standards</li> <li>Financial services industry experience (or interest)</li> </ul>
<b>Technical/ Functional Expertise</b>	<ul style="list-style-type: none"> <li>ICANZ membership (or international equivalent)</li> <li>Strong analysis and reporting skills</li> <li>Advanced IT skills including all Microsoft programs and managing large data files</li> </ul>	<ul style="list-style-type: none"> <li>Experience or exposure to running SaaS platforms, managing API's</li> </ul>

<b>SECTION 4: KEY RELATIONSHIPS</b> <i>People and organisations both inside and outside of the company that this position would be required to manage relationships with</i>	
<b>Internal</b>	<b>External</b>
<ul style="list-style-type: none"> <li>Foundation North Leadership Team, Head of CSI and staff generally.</li> </ul>	<ul style="list-style-type: none"> <li>Trustees, Auditors, tax advisors, and other external advisors to Foundation North</li> </ul>
<b>Position in Organisation:</b>	

