

Position Description

Title:	Finance Manager	Reports To:	Head of Finance
Directorate:	Enterprise, Finance & Property Services	Direct Reports:	3
Status:	Permanent 1.0 FTE	Date:	July 2025

About The Museum

Tāmaki Paenga Hira Auckland War Memorial Museum is New Zealand's largest museum, caring for more than 4.5 million taonga. We are Auckland's home of commemoration, New Zealand's oldest research institution, an education facility, and a major tourism destination. We employ approximately 300 people and have over 200 volunteers who kindly donate their time to us.

We offer a rich and fulfilling work life where we embrace diversity and nurture our bicultural capability as demonstrated in our Teu le Vā and He Korahi Māori strategies. We also offer a great range of benefits such as flexible work and leave, Insurances, and an award-winning wellbeing programme.

Purpose & Context for the Role

The Finance Manager is responsible for providing leadership to the accounts processing, financial and management accounting team; ensuring Museum's monthly and annual accounts are prepared in accordance with the applicable accounting standards.

The Finance Manager is responsible for leading the forecasts and planning. The role is jointly responsible for the accounting software and reporting application with Finance Business Analyst.

The Finance Manager will form business partnerships across the Museum and provide business analysis to support income generation, cost rationalization and operational direction. The role will provide back up to the Financial Accountant and Finance Business Analyst roles and undertake improvement initiatives as directed by the Head of Finance.

Tāmaki Paenga Hira Auckland Museum is a charity registered under the Charities Act 2005 and is a not-for-profit public benefit entity for the purposes of financial reporting in accordance with the Financial Reporting Act 2013. The Museum is required to prepare consolidated financial statements in accordance with New Zealand Generally Accepted Accounting Practice and must comply with Public Benefit Entity International Public Sector Accounting Standards and other applicable Financial Reporting Standards as appropriate for Tier 1 not-for-profit public benefit entities.

The Museum is making significant investment to enable increased access to its collections and to develop excellent experiences for audiences that are growing and diversifying across

Auckland.

The Finance Manager will ensure that the Museum financial and statutory reporting is accurate and complies with the relevant accounting standards. The Finance Manager's role will be critical in providing necessary business analysis to help enhance the revenue and rationalize costs.

The role is critical in the Museum's planning and will lead the forecast/budgeting process across the organization. Providing leadership to the accounts processing, financial and management reporting functions of the finance team will be an integral part of this role.

The Museum is a bicultural workplace and the person in this role will uphold the principles of He Korahi Māori and Teu Le Vā.

Accountabilities

Key Tasks:	Key Activities:
Reporting and Analysis	<ul style="list-style-type: none">• Ensure monthly reporting is done accurately and on time, including delivery of the financial information to key internal and external stakeholders• Analyse and report on the financial and non-financial measures.• Communicate complex data into easy to understand information for non-financial stakeholders• Business partnership with colleagues to help achieve the organizational objectives• Provide leadership in developing any business case as required• Business analysis and modelling that can support decision making in areas such as revenue generation and resource optimisation• Review the AM's GST return.• Review accounts payable payment runs.
Team Leadership and Management	<ul style="list-style-type: none">• Provide team leadership to the accounts processing, financial and management accounting team• Conduct regular performance reviews and deal with any non-performance issues effectively and on a timely basis• Ensure the team members are performing per the Museum's high standards• Ensure the team members are motivated and customer friendly• Ensure the processing and accounting team are operating effectively and efficiently• Any staff issues identified and rectified on a timely basis• Developing team members in their financial reporting skills and capabilities• Ensure the team have adequate back up during high workload and/or period of absences.

Planning	<ul style="list-style-type: none"> • Lead the forecasting and budgeting process • Assist the cost centre managers with forecasting revenue and expenditure • Assist with the Statement of Service Performance measures • Ensure approved forecasts and budgets are accurately uploaded on the reporting system • Provide the cost centre managers with required planning and reporting tools.
Operational	<ul style="list-style-type: none"> • System Administrator function for the Accounting and management reporting applications • Cash flow modelling and forecasts are completed on a regular basis • Ensure the Museum's Audit is completed in a streamlined and efficient manner • Process improvement projects are successfully undertaken • Undertake projects and other duties as assigned by the Head of Finance.
Digital Capability	<ul style="list-style-type: none"> • Uses best practice knowledge management processes for the creation, retention and distribution of digital content and assets, making them searchable, shareable, usable, and relevant across multiple digital channels

Important Relationships

External:

- Finance system external support, liaise with external and internal auditors, suppliers/vendors

Internal:

- All staff

Our Expectations of our People

Ensure a healthy and safe work environment

- Takes reasonable care of their own health and safety and ensures that their actions don't cause harm to themselves or others.
- Complies with any reasonable instructions, policies or procedures on how to work in a safe and healthy way.
- Understands and adheres to emergency and evacuation procedures.
- Speaks up about health and safety matters that could affect them or their workmates
- Actively participates in hazard identification and reporting
- Makes suggestions on how to improve health and safety at work.

Cultural awareness

- Proactive awareness and engagement with a wide range of cultures and associated protocol and traditions within Auckland, with particular reference to the Māori Dimension (He Kōrahi Māori) and Pacific Dimension (Teu le Vā);
- Understands and demonstrates the principles and application of the Treaty of Waitangi and the implications for the work of the Museum.
- Demonstrates a thorough understanding of the Museum's specific obligations in Auckland's cultural landscape and actively contributes to its evolution from a colonial institution to a future museum.

Digital capability

- Almost every role at the Museum depends upon technology to fulfil its purpose, we also use technology to create, store, protect, use, and share our digital assets. All Museum workers are responsible for the appropriate use of technology, compliance with all cybersecurity instructions, and the wellbeing of our digital assets.

Develop self for current and future employment

- Knowledge and skills are developed and maintained for competent performance of current position.

He Waka Eke Noa – Values & Behaviours

He Waka Eke Noa describes our unique identity and how He Kōrahi Māori and Teu Le Vā underpin how we think, act, and feel as employees of Auckland Museum. It is a leadership competency framework which sets out how we lead, behave and work with each other, our visitors, and communities

- **Authentic** – Understanding our purpose, practicing our values, leading with our hearts
- **Customer Centred** – Creating memorable positive experiences for each other our audiences
- **Respectful** – Honouring each other, valuing our differences
- **Connected** – Connected to each other, our work, and our communities
- **Growth Mindset** – We treat challenges as opportunities

Core Competencies Required – Leading Others

Self-awareness

- Creates a team culture of feedback and self-awareness. Is approachable, and actively listens to direct reports ensuring they feel heard.

Connected

- Role models collaboration, cooperation and a 'one museum' view.

Integrity

- Practices what they preach, rewards behaviour aligned with shared organisational values and principles and disapproves of behaviour that isn't.

Manaaki

- Role-models manaakitanga and teu le vā through the quality of service they deliver and by the care demonstrated to their colleagues, direct reports and manuhiri.

Resilience and Optimism

- Remains calm and doesn't become defensive, keeps things in perspective for their people. Keeps a positive mental attitude when the going gets tough.

Authentic

- Champions and enables team members to connect with the Museum's vision and goals delivering on our commitments to Te Tiriti Ō Waitangi, He Korahi Māori and Teu Le Vā.

Accountable

- Takes personal responsibility, will tackle challenging issues and take a tough stand when required.

Inclusive

- Respects that people are free to be themselves and express their identities.

Generosity

- Enables others to succeed by providing appropriate information, resources and autonomy. Actively seeks opportunities to encourage and develop their people.

Additional Competencies Required for this Role

Success in this role requires the following additional competencies.

Building effective teams (Collaboration)

- Avoids silos by collaborating with peers, setting unifying team goals, rewarding cooperation and celebrating collective success.
- Involves the right people in meetings and on projects.
- Demonstrates a "one-museum" approach by holding people to account for collaboration between teams and departments.
- Ensures their people are working cooperatively as ambassadors of the Museum internally and externally.
- Puts the good of the Museum over individual or functional area gains.

Business Acumen (Accountable)

- Puts the Museum first and prioritises being respected as a leader over being liked as a person.

- Takes a systems approach to analysing problems without blaming individuals, maintaining focus on the end goal rather than the problem..

Composure (Resilience & Optimism)

- Remains calm and doesn't become defensive; refrains from thinking they must always justify their thinking and actions.

Integrity & Trust (Authentic)

- Can be trusted to present the truth to direct reports in an appropriate and helpful way.
- Sets an example for open, honest and direct dialogue, even if that requires challenging conversation, to ensure that the mana of their colleagues and the Museum's mana are upheld.

Managing & Measuring Work (Accountable)

- Sets clear objectives and measures and monitors process, progress and results.

Motivating Others (Resilience & Optimism)

- Leads their team to pursue goals with drive and energy; doesn't give up before finishing, especially in the face of resistance.

Skills & Experience Required for this Role

Success in this role requires the following foundations.

- Qualified Chartered Accountant. Full membership of the Chartered Accountant of Australia and New Zealand or equivalent.
- 5+ years' experience in financial, management and statutory reporting
- A solid understanding and experience in business analysis and commercial modelling with the ability to develop and present commercial business cases
- Experience in business partnership at all levels
- Staff management experience is preferred
- A highly organized, analytical and energetic approach, able to work collaboratively with a multi disciplined project team, providing financial and analytical expertise
- Excellent written and verbal communication skills, with experience building and maintaining relationships with various internal and external stakeholders
- Advanced Excel skills and extensive experience with ERP finance and eProcurement systems

Personal Attributes Required for this Role

Success in this role requires the following attributes.

- Pro-active, approachable, customer focussed and a 'can-do' attitude. Flexibility to take on additional tasks as and when required

He Oranga Tangata ka ao
Enriching lives: Inspiring discoveries