POSITION DESCRIPTION (DRAFT)

Role Description and Specifications

Role title:	Finance Manager
Location:	Banks Peninsula and Christchurch; flexible working by agreement
Accountability:	Accountable to the Trust Manager and, through the Manager, the Board of Trustees
Commitment required:	Part-time independent contractor, approx. 250-300 hours per year, peaking around reporting, budgeting and audit
Nature of relationship:	Independent contractor; initial 12-month term, reviewed after one full reporting cycle

Nature and Scope

The Rod Donald Banks Peninsula Trust, founded by Christchurch City Council in 2010, is a charitable entity supporting sustainable management, conservation and recreation on Banks Peninsula. Its strategic plan has three pou: Access / Wāhi Uru; Biodiversity / Rerenga Rauropi; and Knowledge / Mātauranga.

Role Objective

The Finance Manager provides financial leadership and hands-on finance services to safeguard the Trust's sustainability, meet charitable and Council-controlled organisation (CCO) obligations, and give the Trust Manager and Board accurate, timely information for decisions. The role covers planning, reporting, compliance, payroll, accounts, investments and audit coordination, with proportionate controls and clear separation of duties.

Responsibilities and Deliverables

Responsibilities	Deliverables
1. Strategic financial management	• Lead the annual budget, rolling forecasts and cashflow planning, aligned with strategy and funding commitments. • Provide modelling, scenario analysis and advice on significant decisions, flagging risks and opportunities. • Prepare concise management accounts and Board reports on budget variances, cashflow, reserves, investments and grants.
2. CCO planning and reporting	• Lead financial inputs to the Statement of Intent, including prospective information and budget updates. • Prepare half-year and annual CCO reporting against the Statement of Intent and approved budget. • Maintain the CCO reporting calendar and respond promptly to Council enquiries.
3. Accounting, tax and compliance	• Maintain the Xero ledger, bank feeds and reconciliations, with accurate coding of restricted funds, grants and projects. • Prepare and file two-monthly GST returns and any required tax or statutory returns. • Ensure compliance with the Charities Act, Tier 3 reporting standards and Trust policies.
4. Payments, payroll and admin	• Manage the accounts payable cycle, including monthly invoice processing, payment preparation and cash management, working closely with the Trust Administration. • Process monthly payroll via Smartly for two employees (PAYE, KiwiSaver, leave), provide a check report for approval and issue payslips. • Maintain grant, contract and financial records and supply information for agreements.

Responsibilities	Deliverables
5. Year-end (30 June), audit and assurance	• Prepare annual financial statements and the audit pack, including schedules and disclosures. • Be the main contact for the external auditor, coordinating queries and adjustments through to filing. • Maintain policies, delegations, reconciliations, controls and financial risk reporting.
6. Investments and related entities	• Administer and report on cash, the investment portfolio, and impact and direct investments. • Support Board review and implementation of investment and reserves strategies, without making governance decisions. • Manage accounting, reporting and filings for any subsidiary or related entity.

Relationships

Internal	External
• Trust Manager/Manahautū • Trust Administrator/Kaituitui • Trust Chair and Trustees • Employment Audit and Risk Portfolio Group • Other Trust employees and contractors	• Christchurch City Council staff • External auditor or reviewer • IRD, Charities Services, funders and grant recipients • Other financial service providers

Limitation of Authority and Role Boundaries

- The Board retains governance decisions (budgets, investments, reserves, policies, material commitments); the Trust Manager retains management accountability.
- The Finance Manager may prepare but not approve their own payments or payroll; all require approval under the Trust's delegations.
- The role may liaise with external providers within approved authority but may not give regulated investment advice or bind the Trust beyond delegated limits.
- Material changes in volumes, related entities or scope will trigger a review of contracted hours and fee.

Person Specification

Qualifications and Experience	Skills, Knowledge and Personal Attributes
• Membership of Chartered Accountants ANZ, CPA Australia or an equivalent professional body. • Strong management accounting experience: budgets, forecasts, cashflow, Board reporting and modelling. • Experience preparing annual financial statements and working with auditors or reviewers. • Charity or not-for-profit experience required; CCO, local government or public-sector reporting highly desirable. • Cloud accounting and payroll systems experience, preferably Xero and Smartly.	• Knowledge of internal controls, financial risk, charitable reporting, GST and separation of duties in a small organisation. • Ability to translate financial information into concise advice for non-financial audiences. • Sound judgement, integrity, confidentiality and accuracy; works independently and meets statutory deadlines. • Collaborative approach to building relationships with the Trust Manager, Trust Administrator, Trustees, Council, auditors and providers. • Understanding of Te Tiriti o Waitangi and respectful practice in the Banks Peninsula community.

Success Measures

- The Board and Trust Manager understand the Trust's financial position, outlook and risks.
- Budgets, forecasts, management accounts, CCO reports, GST, payroll and statutory filings are accurate and on time.
- Year-end and audit are well prepared, with few avoidable adjustments.
- Cashflow, investments, grants, restricted funds, projects and related entities are transparently reported.
- Controls and delegations are proportionate, documented and operating effectively.