



POSITION DESCRIPTION

POSITION:	Ringa Rehe Tatau Senior Accountant
LOCATION:	Te Ohu Kaimoana, Level 12, 7 Waterloo Quay, Pipitea, Wellington
REPORTS TO:	Kaiwhakahaere Pūtea Finance Manager
DIRECT REPORTS:	None
RELATIONSHIPS:	Internal: Board of Directors Te Ohu Kaimoana senior managers and staff, Directors and senior executives of Tapuwae Roa and Te Wāi Maori Trust External: Iwi and other Māori groups/interests Key personnel of fishing industry entities Advisors to Te Ohu Kaimoana and its Trust entities.

THE PURPOSE OF TE OHU KAI MOANA TRUSTEE LIMITED (TE OHU KAIMOANA)

The purpose of Te Ohu Kaimoana is to advance the interests of iwi individually and collectively, primarily in the development of fisheries, fishing and fisheries-related activities, in order to:

- ultimately benefit the members of iwi and Māori generally.
- further the agreements made in the Deed of Settlement.
- assist the Crown to discharge its obligations under the Deed of Settlement and Te Tiriti o Waitangi.
- contribute to the achievement of an enduring settlement of the claims and grievances referred to in the Deed of Settlement.
- receive allocate and transfer fisheries settlement assets received from the Crown in accordance with the Māori Fisheries Act 2004.

THE PURPOSE OF TE WAI MĀORI TRUST (TE WAI MĀORI)

The purpose of Te Wai Māori Trust is to hold and manage the trust funds on trust for and on behalf of the beneficiaries under the Deed of Settlement, in order to advance Māori interests in freshwater fisheries, but not in a manner that could adversely affect the charitable status (if any) of the Trust.

THE PURPOSE OF TAPUWAE ROA

To hold and manage the trust funds on trust for and on behalf of the beneficiaries under the Deed of Settlement, in order to promote education, training, and research, including matters that relate to fisheries, fishing, and fisheries-related activities, but not in a manner that could adversely affect the charitable status (if any) of the Trust.

OUR VISION

Thriving whanau, determining their relationship with Tangaroa.

OUR VALUES

We are a Māori organisation, and we operate in line with tikanga Māori. We strive to work in accordance with our values:

- **Whakapapa:** Protecting our whakapapa rights and in turn fulfilling our obligations and responsibilities to Tangaroa and our people
- **Rangatiratanga:** Encouraging and supporting autonomy, leadership and participation of our people
- **Kotahitanga:** Connecting and bringing our people together. Being united and acting in the interests of our people
- **Manaakitanga:** Uplifting, supporting and protecting the rights and aspirations of our people
- **Kaitiakitanga:** Protecting and ensuring the sustainable utilisation of Tangaroa for today and for the generations to come
- **Hihiritanga:** Embodying the adaptability, imagination and innovation of our tupuna to guide us in our challenges and new opportunities in the future.

THE OUTCOMES WE WORK TOWARDS

An enduring settlement means:

- Settlement assets are delivered to iwi.
- Māori fishing rights (commercial and non-commercial) are protected and enhanced.
- Creating an environment of innovation.
- Māori wealth is increasing (the value of the Settlement has grown).

We take a long and integrated view of our organisational outcomes.

PRIMARY OBJECTIVES AND PURPOSE OF THE POSITION

The Ringa Rehe Tatau | Senior Accountant primary function is to assist the Kaiwhakahaere Pūtea | Finance Manager in the provision of the key Finance function.

Primary responsibilities include preparing financial reports, performing account reconciliations, preparing tax returns, assisting with audit preparations, and performing other accounting duties as assigned.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES OF THE POSITION

1. STRATEGIC

- a. Assist the Kaiwhakahaere Pūtea | Finance Manager to ensure Financial and Investment advice and support is provided to Te Ohu Kaimoana and other entities within the group as required.
- b. Leading the allocation process and Annual Catch Entitlement (ACE) tender process.
- c. Assist the Kaiwhakahaere Pūtea | Finance Manager to develop financial systems and procedures for Te Ohu Kaimoana.

2. OPERATIONAL

- a. Preparation of budgets, financial statements (monthly and annual accounts), the 6 monthly forecast update and all relevant tax returns.
- b. Responsibility for scheduling Audit & Risk and Investment Portfolio meetings, development of Agenda's and the recording of minutes and resolutions.
- c. Document and manage the bi-annual ACE round and process.
- d. Ensure all documentation, processes and controls are followed to enable effective management of the Investment Portfolio.
- e. Ensure that monthly reports on performance and distribution to appropriate recipients are completed in a timely manner.
- f. Maintain financial records according to policies and procedures.
- g. Assist in the development and implementation of prudent purchasing and procurement practices.
- h. Assist in the maintenance of the risk register and business continuity plan.
- i. All other reasonable requests as directed.

3. HEALTH, SAFETY & WELLNESS

- a. Commit to maintaining a strong safety culture where all are accountable to ensure the workplace is a safe environment for everyone in it.
- b. Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- c. Undertaking appropriate and effective staff training when required or necessary.
- d. Actively supporting health, safety or wellness initiatives.
- e. Maintaining a clean and tidy workspace.
- f. Manage the health and wellbeing of yourself by ensuring all annual holidays are taken within 12 months of the leave entitlement.

4. CULTURAL & RELATIONSHIPS

- a. Adhere to all Te Ohu Kaimoana policies and procedures.
- b. Collaborate effectively by contributing to the success of Te Ohu Kaimoana, Te Wai Māori Trust and Tapuwae Roa Trust; treating others with respect, trust, integrity, honesty, courtesy and professionalism; being open to feedback; working effectively with others; acting in line with our values; being truthful and credible; working effectively with everyone for the mutual benefit of Te Ohu Kaimoana.
- c. Proactively look for opportunities to improve the operations of Te Ohu Kaimoana, Te Wai Māori Trust and Tapuwae Roa Trust
- d. Perform any other duties as needed by Te Ohu Kaimoana.

SKILLS / KNOWLEDGE / EXPERIENCE

This section is designed to capture the expertise required for the role at the 100% fully effective level (this does not necessarily reflect what the current jobholder has). This may be a combination of knowledge / experience, qualifications or equivalent level of learning through experience or key skills, attributes or job specific competencies.

QUALIFICATIONS (OR EQUIVALENT LEVEL OF LEARNING)

Essential	Desired
<ul style="list-style-type: none"> • Tertiary Qualification in Accounting. • Chartered Accountant. 	

KNOWLEDGE/EXPERIENCE

Essential	Desired
<ul style="list-style-type: none"> • Knowledge of Xero accounting software. • Excellent time-management and organisational skills. • Excellent oral and written communication skills. • Excellent relationship management skills. • Methodical and accurate with a good eye for detail. • Proficient and competent with Microsoft Office products. 	<ul style="list-style-type: none"> • Knowledge of the machinery of government and their processes. • Knowledge of Te Tiriti o Waitangi and The Treaty of Waitangi • Knowledge of Te Reo me ona Tikanga Māori • Proven ability to work with Māori organisations and/or Iwi groups.

PERSONAL ATTRIBUTES

The Ringa Rehe Tatau | Senior Accountant is required to have the following attributes:

- Commitment to the principles of Te Tiriti o Waitangi
- Well-developed communication skills, both written and oral
- Ability to work in a small organisation within a dynamic role in an effective and efficient manner
- Proven integrity and confidentiality
- Enjoys challenges and is self-motivated to achieve results in a timely fashion
- Works in a collegial and professional manner
- Commitment to self-development.
- Understanding and appreciation of cross-cultural issues and concerns, in particular, knowledge of tikanga Māori
- Accurate with high attention to detail

CORE BEHAVIOURS OF THE ROLE

	Demonstrated by:
Is a proactive team member	Attends and actively participate in all staff meetings; ensures all areas of concern/potential complaints are immediately brought to the attention of management; identifies service and quality improvements; assists in planning and implementing quality improvements initiatives; assists with all service performance indicators/ action plans to meet quality accreditation, legal and contractual obligations; treats whānau, individuals and contractors with aroha, tika, pono and manaakitanga at all times
Builds and Maintains Relationships	Forges synergies and encourages cooperation when building and developing relationships; demonstrates appropriate interpersonal skills; uses networks effectively; understands the dynamics of whanagatanga and its relevance in the workplace; establishes and maintains positive productive work relationships with iwi (clients), external partners, kaimahi and management; is effective at getting things done through formal and informal channels, has a positive working relationship with most peers; nurtures relationships that support Te Ohu Kaimoana.
Develops/Formulates Effective Solutions	Effectively defines and analyses problems, researches multiple solutions; is resourceful when faced with new challenges; demonstrates tenacity in solving problems; approaches problems creatively and offers appropriate solutions; is able to resolve problems in a positive, effective and timely manner.
Focuses on Trust Partners (Tapuwae Roa Trust and Te Wāi Māori Trust)	Actively seeks to understand the perspectives of our trust partners; develops effective partnering relationships; actively seeks practical solutions to address trust partner concerns; is open and responsive to agency partner feedback; demonstrates the ability to manage trust partner expectations; thinks about the impact on trust partners during decision making.
Displays Accountability	Accepts responsibility for work and decisions; initiates and sets clear objectives and measures for self and others; monitors process, progress and results; recognises and supports the importance of “whakatika korero” ownership of ones own behaviour; fulfils commitments; is dependable and self-reliant; acknowledges mistakes and gains insights from them; maintains confidentiality with sensitive information; understands and demonstrates behaviours that drive compliance.

CHANGES TO JOD DESCRIPTION

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.