

POSITION DESCRIPTION

Position:	Project Accountant Kaitiaki-pūtea kaupapa
Reporting to:	Finance Manager Kaitiaki Pūtea
Location:	National Office – Wellington
Staff responsibility:	No formal responsibility for staff
Last Updated:	3 September 2026

Our Story – Ta mātou kōrero

“Te Rito” (the new shoot at the centre of the flax|harakeke) symbolises the young child, also the learner, embarking on a journey of growth and having limitless potential. “Maioha” means held in high esteem, deeply respected, hence one literal translation of “Te Rito Maioha” is “the treasured shoot”. It identifies that our focus is infants, toddlers and young learners, their teachers|kaiako and that our perspectives are shaped by Aotearoa New Zealand context.

Our Vision – Te pae tāwhiti

Shaping early childhood education so every child thrives and learns.

Ārahina ngā tamarikitanga, kia puawai i roto i to rātou mātauranga ako mō ngā ra o mua.

Our Commitment - Te pae tata

We are a bicultural organisation committed to advocacy, teaching, promotion, and delivery of world class early childhood education for tamariki, whānau, teachers|kaiako and ECE services. We respond by being connected, contributing and agile to ensure successful learning happens together.

Ko Te Rito Maioha he rōpū tikanga rua e manawanui ana ko te rōpū kei runga noa atu mō te reo tautoko i ngā tamariki, ngā whānau, ngā kaiako me ngā whare kohungahunga katoa. Ka tū māia mātou i roto i te mahi kakama, te mahi tūhono, me te mahi taunaki kia pumau te angitu o te ako ngātahi.

Our guiding beliefs | Ngā arataki whakapono

- Every child|tamaiti has the right to high-quality education that complements and supports their and their family's|whānau life.
- Every child |tamaiti in Aotearoa New Zealand has the right to know and enjoy the dual cultural heritage of Te Tiriti o Waitangi partners along with their own cultural heritage.
- People working in early childhood and primary education need access to high-quality teacher | kaiako education, advice, information, resources, to aide their decision-making that affects their profession, their children|tamariki and their families|whānau.

Our Values – Ngā uarā

- Making a difference – Te puawaitanga o te tangata
- Honouring Te Tiriti o Waitangi – E matua whakapono ana tātou ki Te Tiriti o Waitangi

- Including everyone – Whakawhanaungatanga
- Being accountable – Kia taea te hāpai i ngā kaupapa katoa ahakoa te aha
- Caring and connecting – Manaakitanga
- Innovating – Whakahihiko hinengaro

About us | Ko mātou

Te Rito Maioha Early Childhood New Zealand (ECNZ) is an Incorporated Society of members committed to high quality early childhood education for every child. Established in 1963, the organisation is an influential leader in shaping today's early childhood sector through advocacy, policy, tertiary education qualifications and professional development programmes.

We advocate for early childhood education services and the teachers|kaiako who provide education to thousands of infants, toddlers, and children|tamariki. Our members are drawn from a diverse range of community-based, privately-owned, kindergarten and homebased early childhood education services.

The organisation is governed by a Council made up of elected and appointed members, led by a National President and supported by a National Kaumātua. Our national office is in Thorndon, Wellington and our teaching staff are employed at 11 locations throughout Aotearoa New Zealand.

In 1990 we changed our name and a new constitution reflected our commitment to more equitable outcomes for all tamariki. A further name change in 2015 and refreshed brand indicates our commitment to strongly champion bicultural understanding and practice, which is evident through the content and design of our programmes, teaching, and learning. The organisation is committed to Te Tiriti o Waitangi as the foundation for its programmes and organisational practices and activities.

Our bicultural kaupapa, te reo Māori me ōna tikanga is embedded throughout everything we do and teach. We are committed to ensuring the success of our Pacific nation students across the motu by growing authentic relationships that embrace student's aiga across our programmes.

Te Rito Maioha is also a registered Private Training Establishment (PTE) with the highest Category One rating for a tertiary provider. We are accredited and approved by New Zealand Qualifications Authority (NZQA) to deliver a range of undergraduate, graduate, and postgraduate qualifications (levels 4-9), including specialist teacher|kaiako education, both nationally and internationally.

Since 1980 Te Rito Maioha has delivered undergraduate programmes. From the mid-2000s we commenced delivery of graduate and postgraduate programmes in early childhood education. In 2021 we launched delivery of an undergraduate initial teacher education qualification for the primary sector.

We are committed to achieving high-quality teaching and learning by:

- increasing teachers'|kaiako knowledge of Te Tiriti o Waitangi and Aotearoa New Zealand's dual cultural heritage;
- providing access to online blended delivery of undergraduate, graduate, and postgraduate tertiary education programmes leading to recognised and approved qualifications;
- promoting quality teaching and leadership through ongoing professional learning and development programmes;
- providing a range of unique resources and services to our members.

PURPOSE OF THE POSITION:

The purpose of this position is to:

- Provide project management expertise to assist with the planning, testing and implementation of new systems, systems enhancements or integrations.
- Ensure student fee protection (sfp) reporting is accurate and compliant with NZQA regulations;
- Maintain the permissions, setup and configuration of the FMIS and manage any upgrades to the FMIS
- Help ensure finance team processes are best practice and supported by appropriate procedures, segregation of duties and automations
- Maintain the fixed assets register (FAR)
- Maintain oversight of invoice processing, revenue in advance and debtor management
- Provide accounting services expertise, including reviews and audits as may be required by the Finance Manager
- Support month-end completion, budget and reporting and year-end reporting and audit process
- Provide cover for finance team staff as required
- Other – as required by the Finance Manager

Principal Accountabilities (includes but is not limited to):

Principal Accountabilities	OUTCOMES
Provide project management expertise to assist with the planning, testing and implementation of new systems, systems enhancements or integrations	• Process and systems integration opportunities are identified and implemented or 'roadmapped' • Project work is appropriately scoped, planned and documented • Project outcomes are delivered to scope and on time
Ensure Student Fee Protection (sfp) reporting is accurate and compliant with NZQA regulations	• sfp calculations and reporting completed on time and comply with regulatory and trust deed requirements • sfp calculation and reporting processes continuously improved • sfp processes are fully documented
Maintain the permissions, setup and configuration of the FMIS and manage any upgrades to the FMIS	• FMIS upgrades occur in line with application provider recommendations • FMIS permissions and delegations are managed in accordance with best practice and policy • Budgets are accurately maintained in the FMIS • Inventory and pricing codes are accurately maintained in the FMIS • Business unit set up and nomenclature is appropriately maintained within the FMIS • Delegation letters in place in accordance with policy

Principal Accountabilities	OUTCOMES
	Delegations and approvals with the FMIS and approvals systems are maintained in accordance with the Delegated Authorities Policy
Help ensure finance team processes are best practice and supported by appropriate procedures, segregation of duties and automations	- Finance and payroll procedures and workflow documentation is accurate and complete - Appropriate segregation of duties are in place - Opportunities for improved and/or automated workflow solutions are identified and implemented or 'roadmapped'
Maintain the fixed assets register (FAR)	- The FAR is accurate and complete - Asset capitalisations, disposals, write-offs, impairments and depreciation/amortisation are accurately maintained - Laptop records in the FAR are reconciled to IT Support Provider records - FAR reviews are undertaken in accordance with policy
Maintain oversight of invoice processing, revenue in advance and debtor management	- Invoicing processes are documented and understood - Reconciliations to contracts and/or other systems (ie Salesforce, Wisenet) are maintained to ensure accuracy and completeness of invoicing within the FMIS - The Debtors Aged Trial Balance is reviewed monthly and overdue receivables are actively managed
Provide accounting services expertise, including reviews and audits as may be required by the Finance Manager	- Data, systems and reporting projects are undertaken to a high quality - Technical or reporting queries are undertaken to a high quality - Reviews and audits are undertaken to the satisfaction of the Finance Manager - Effective assistance is provided with policy development and reviews
Support month-end completion and reporting, budget and year-end reporting and audit process	- Assistance is provided as required to ensure month end reporting is accurate, complete and timely - Effective cover is provided for the Finance Manager when they are away - Assistance is provided as required to ensure the annual budget cycle is accurate, complete and timely - Assistance is provided to ensure the year-end reporting is accurate, complete and timely and that the annual audit process runs smoothly

Principal Accountabilities	OUTCOMES
Provide cover for finance team staff as required	Effective cover is provided as required for team member absences
Organisational responsibilities	- Policies, processes, guidelines and practices are adhered to at all times and contribute to the wider organisation - One ECNZ approach to collaboration and problem solving - Results achieved as identified in the annual plan each year - Input into team is valued, on point and timely - Process and business improvements are realised and implemented - All required documentation is completed and updated accurately, on time and in full
Stakeholder and Relationship Management	- Contribute to the development and maintenance of effective relationships with key external suppliers, organisations, agencies, individuals and members in order to promote the achievement of ECNZ's objectives - Build and maintain strong relationships with internal stakeholders - A positive and professional image of ECNZ and its programmes and services is consistently provided
Quality, Compliance and Continuous Improvement	- Ensure all policies, processes and procedures are current and updated when required. - Take self-responsibility to adhere to all ECNZ policies, processes and procedures, guidelines and standards of conduct to levels satisfactory to ECNZ. - Actively seek to improve ways of working effectively and efficiently that makes a difference to our students tauira, members and stakeholders. - Embed a culture of continuous improvement and record activities of continuous improvement
Health & Safety at work.	- Engage and adhere to all areas of responsibility as identified in Health, Safety and Wellbeing policies. - Ensure all incidents, injuries and near misses are reported into the incident register accurately and in a timely manner. - Maintain knowledge of health and safety procedures, and actively support safe work practices in your area of responsibility. - Take reasonable care of your own health and safety and ensure that your actions don't cause harm to yourself or others. - Comply with any reasonable instructions, policies or procedures on how to work in a safe and healthy way.

Principal Accountabilities	OUTCOMES
ECNZ Values / Ngā uara	• Staff are able to demonstrate ECNZ Ngā uarā in everything they do and with everyone they interact with every day. • Act with unity and purpose, supporting colleagues to achieve ECNZ's vision • Adhere to our values and behaviours framework Tō Tātou Oati Pūmanawa Tangata • Demonstrate our values and behaviours in everything we do with everyone we interact with every day.
Tō tātou oati mō te Tiriti o Waitangi Our Treaty of Waitangi Statement <i>The organisation has a commitment to Te Tiriti o Waitangi and the partnership between tangata whenua and tau iwi</i> <i>E matua whakapono ana tenei umanga ki ngā matapono o Te Tiriti o Waitangi me te tū ngātahi a te tangata whenua me tau iwi</i> <i>We are moving forward on our bicultural journey in an exciting, challenging and meaningful direction</i> <i>Kei te nuku whakamua tō tātou hiko tikanga ā rua i runga i te wana, i te ngākau māhaki, me te totika</i> <i>All parties are committed to the bicultural journey with a sense of significance, purpose, pride and community</i> <i>Kia whakakotahi te katoa i raro i te pono, i te tika, i te wairua hoki o tenei hikoitanga</i> <i>We honour the history</i> <i>Ka whakanuia te hītori</i> <i>We honour the diverse skills and knowledge required to sustain this partnership</i> <i>Ka whakanuia ngā pūkenga me te mātauranga e tika ana kia ū, kia mau ki tēnei tū ngātahi</i>	• <i>Increasingly demonstrates appropriate use of culturally aware behaviour, appropriate use of protocols and pronunciations</i> • <i>Is actively involved in bicultural activity either through teaching and learning or professional development</i> • <i>Staff and taura are confident in using te reo Māori every day</i> • <i>Tuakana, teina relationships are role modelled</i> • <i>Ensure a genuine effort is made to build confidence in using te reo Māori naturally and spontaneously and actively engaged in the He Pātaka Reo programme</i> • <i>Ensures we are inclusive in all we do and say and strive to be equitable, free from bias, discrimination, and racism. We also strive to ensure that all our work is of high quality</i> • <i>We are committed to our bicultural journey with a sense of significance, purpose, pride and community, creating an environment that is culturally safe for employees, students and visitors</i> • <i>We honour Te Tiriti o Waitangi, its history and the diverse skills and knowledge required to sustain the principle of partnership</i> • <i>Familiar with and ensure outcomes achieved from our Te Kōkiri Tikanga Rua Bicultural Strategy and our Te Moana nui a Kiwa Pasifika Strategy.</i>

LIMITATIONS ON AUTHORITIES

- Only in accordance with ECNZ's Delegated Authorities Policy.

WORKING RELATIONSHIPS

- Maintains close liaison with the senior management group, academic/teaching staff and administrative staff as well as external stakeholders, including: suppliers, customers, members, students, agencies of government such as TEC, banks, auditors.
- Expected to keep Senior Leadership Team and the Chief Executive informed on a 'no surprises' basis.

PERSON SPECIFICATION

The person specification defines the qualifications, skills and experiences required to undertake the job effectively.

Essential Qualifications, Skills and Experience
• Minimum 5 years' experience in finance operations
• Relevant degree or tertiary qualification in accountancy or commerce (or equivalent experience)
• Working knowledge of financial management information systems (accounting systems)
• Working knowledge of core financial processes (especially those relevant to the education sector).
• Understanding of, and commitment to Te Tiriti o Waitangi
• Successfully support a bicultural kaupapa
• Ability to develop strong and effective working relationships
• Ability to manage multiple priorities simultaneously
• Ability to respect and maintain confidentiality
• Ability to work in a collaborative and consultative manner
• Ability to work to deadlines and under pressure
• Attention to detail
• Demonstrates initiative and ability to work with minimum supervision
• Effective communication and interpersonal skills
• Excellent written and numerical skills
• Innovative with the ability to think outside the square
• Logical and practical. Brings analytical skills to problem solving activities
• Results focused with a desire to produce high-quality work and outstanding service to key stakeholders
• Self-motivated
• Sound computer skills and proficiency in the Microsoft Office suite
• Strong problem-solving skills with good judgement
• Time management and organisational skills
• Team worker – able to work collaboratively with the ECNZ whānau
Desirable Qualifications, Skills and Experience
• Chartered Accountant

For this position the **behavioural competencies** have been defined as being:

Key Competencies	Description
Relationship Management	- Displays strong interpersonal skills and the ability to relate well to people at all levels - Proactively builds and maintains constructive working relationships with key internal and external stakeholders - Works alongside others, sharing information, ideas, insights and expertise to ensure positive outcomes
Communication	- Ensures that the appropriate people are consulted and kept informed and are supplied with relevant information in order to effectively carry out their jobs - Written communication has clarity, fluency, impact and conciseness
Teamwork	- Makes a personal effort to be an active member of a team - Works co-operatively with team members - Informs other team members of relevant information and decisions which may impact on their work
Information Management	Demonstrates a strong eye for detail
Results Orientation	- Plans and achieves required results without prompting - Takes full responsibility for making things happen within own area of control or where parameters are clearly defined - Uses time and resources effectively
Work Management	- Works independently and with a high degree of initiative and self-motivation - Effectively prioritises and manages own work
Service Orientation	- Takes action in response to customer enquiries, requests or complaints - Focuses on continuous improvement of quality service - Builds and maintains good customer relationships and ensures customer satisfaction
Personal Development	Takes responsibility for maintaining and improving appropriate knowledge and skills for the mutual benefit of the organisation and individual
Te reo Māori me ngā tikanga Māori	- Takes responsibility to research own whakapapa, pepeha - Demonstrates a commitment to the organisations bicultural kaupapa - Actively advocates tikanga Māori practices and protocols

Change to Position Description

From time to time it may be necessary to consider changes in the position description in response to the changing nature of our work environment– including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.