

POSITION DESCRIPTION

Title of Position: Business Manager	Date: April 2018
Department: Health Promotion Forum offices	Responsible to: Executive Director
Directly supervises: N/A	Limits of authority/financial approval: As in delegated authorities policy
Key Relationships:	
Internal: Executive Director Members of the Health Promotion Forum (HPF) Operations Team HPF Board including Chair, Treasurer and Kaumatua Accountant Auditor Legal and human resources advisors Consultants and sub-contractors Membership of the Forum	External: Ministry of Health Manukau Institute of Technology Other funders Education and Training Organisations Other stakeholders associated with the Health Promotion Forum Building Manager
Our values and purpose: Hauora – everyone’s right Health promotion works to enable people to enjoy health. The Health Promotion Forum (HPF) takes a broad approach to health promotion and is committed to Te Tiriti o Waitangi, improving the determinants of health, and social equity. Hauora is a taonga, a fundamental human right founded on respect for the mana of people. For all people to enjoy their right to Hauora, they need to be treated with fairness and respect, participate in decisions affecting their health, and live in a healthy environment. As stated in its Strategic Plan, HPF’s overall goal is to promote Hauora as everyone’s right. To achieve this, HPF develops and offers leadership, develops strategic partnerships and relationships, strengthens and builds the health promotion workforce, and develops as a healthy and sustainable organisation.	
Statement of Intent The accountabilities outlined in this position description are intended to ensure that our values and purpose are ‘lived out’ in our day to day activities.	
Purpose of Position: To provide the highest quality accounting and professional business services and ensure and develop the integrity and sustainability of the business functions of HPF	
Principal Accountabilities: <ul style="list-style-type: none"> • Internal audit • Accounting • Operational • Professional development 	

Key Result Areas:

1. Internal Audit
 - a) Review and development of financial policies
 - b) Relationships with accountant, auditor, legal advisor, consultants, subcontractors, and Building Manager
 - c) Relationships with members/supporters and organisational customers
2. Accounting
 - a) Financial and business management, including accounts payable, and receivable, and general accounting tasks. Preparation of annual accounts for audit Preparation and filing of bi-monthly GST
 - b) Preparation of quarterly financial reports for the Board
 - c) Development/Improvement of links between financial reporting, annual planning process and contract reporting process
 - d) Contract budgeting and output analysis as and when required
3. Operational
 - a) Management of “physical resources”
 - Accommodation / Lease
 - Assets
 - Insurance
 - b) Provide HR Support where needed
4. Professional Development
 - a) In collaboration with the Executive Director of the Forum and with the support of the Human Resources Advisor, develop and follow an annual plan for personal professional development. This plan may include education and training activities, professional supervision, cultural supervision / mentoring and related activities.

PERSONAL ATTRIBUTES**Skills based attributes:**

- Expertise in financial accounting and budgeting
- Creativity in identifying new financial needs, initiatives, priorities and communicating them.
- Strong interpersonal skills
- Highly developed written and oral communication
- Expertise in strategy development and implementation
- Computer literate and competent on standard Microsoft Office applications and competent in the use of Xero accounting software, with a basic knowledge of autoentry. Some knowledge around membership subscription software and payment gateways. Strong process / systems oriented performer, understands linkages with other non-financial reporting systems such as Eventbrite, i-payroll and Campaign Monitor
- Experience in preparing financial accounts (including Statements of Service Performance) for Not for Profits, and meeting the requirements of the Charities Commission

Person related attributes:

- A willingness to participate in organisational task forces, working groups, etc.
- A calm temperament to achieve both accuracy and timeliness in all tasks
- Ability to work with people from diverse groups, backgrounds and cultures

Qualifications and experience:

- Tertiary qualification in accounting or associated discipline an advantage but not essential
- Previous experience in financial management at a senior level
- Demonstrated experience in leadership and management of people within a business environment