



**Teaching
Council of
Aotearoa
New Zealand**

Matatū. Tū Mataora.
Stand tall. Shape the future.

Management Accountant

Position Description

The Teaching Council of Aotearoa New Zealand is the professional body for all teachers. We are independent, and act in the interests of teachers to enable and support leadership to teachers and direction for the education profession, including teacher education and continued professional and leadership development.

We establish and maintain criteria for teacher registration, standards for ongoing practice, and criteria for the issue of practising certificates of different kinds. Alongside this, we monitor and maintain the requirements relating to conduct, competence and impairment, and establish and maintain a code of professional responsibility for teachers.

Our Vision

The Teaching Council will enable and support leadership by the profession to maximise the success of every learner in Aotearoa through highly effective leadership and teaching.

Our Behaviours

- Whaihua i a tātou anō
Value our colleagues by listening and being open to what they say.
- Mahi ngātahi
Work together with integrity by respecting each other and the profession
- Whai whakaaro ki ngā mahinga katoa
Adopt a solution focussed attitude when working with others
- Whakarangatira i ngā iwi katoa
Honour our bicultural partnership by being culturally competent
- Whakaaturia te mana Māori me te Ahurea ki ngā reanga katoa o te Kaunihera
Demonstrate and foster leadership at all levels of the council

Our Values

- Whakamana
Empowering all learners to reach their highest potential by providing high-quality teaching and leadership
- Manaakitanga
Creating a welcoming, caring and creative environment that treats everyone with respect and dignity
- Pono
Showing integrity by acting in ways that are fair, honest, ethical and just
- Whanaungatanga
Engaging in positive and collaborative relationships with our learners, their families and whānau, our colleagues and the wider community

Summary

Position Title	Management Accountant
Reports To	Chief Financial Officer
Financial Delegation	Nil
Direct Reports	Nil
Purpose	The Management Accountant contributes to the Teaching Council with the preparation and presentation of financial and other decision-oriented information in such a way as to assist managers in the planning and control of the Council's operations.
Date	December 2020

Key Relationships

External	Nature of relationship
Auditors	<ul style="list-style-type: none"> • Annual Statutory Audit • Interim Audit (controls testing)
Suppliers	<ul style="list-style-type: none"> • Procurement Issues
Consultants	<ul style="list-style-type: none"> • Financial support
Ministry of Education	<ul style="list-style-type: none"> • Assisting with reports to the Ministry
Internal	Nature of relationship
Chief Financial Officer	<ul style="list-style-type: none"> • Reports to
Executive and Management Team	<ul style="list-style-type: none"> • Supports and advises
Council's teams	<ul style="list-style-type: none"> • Provides information and advises

Key Result Areas

Jobholder is responsible for	Jobholder is successful when
Business Partnering Providing expert financial analysis and advice to the Management Team.	<ul style="list-style-type: none"> • High level of business support and advice is provided to managers based on a comprehensive understanding of the Council's operations. • Excellent relationships are developed with managers and staff.
Management Reporting	<ul style="list-style-type: none"> • Reports are completed accurately, on time, and accompanied by insightful commentary and advice. • The Council has a robust forecasting process that is "owned" by the business managers.
Annual Business Planning & Budgeting	<ul style="list-style-type: none"> • Business planning and budgeting are integrated, completed in a timely manner, and aligned with the strategic plan.
Service Costing	<ul style="list-style-type: none"> • Managers receive robust and reliable service costing advice that support decision making.

Using Financial Systems and Tools	<ul style="list-style-type: none"> Relevant data and information extracted from the Council's systems and tools are analysed and used to provide expert advice to managers.
Health, Safety and Wellbeing Complying with the responsibilities under the Health and Safety at Work Act 2015.	<ul style="list-style-type: none"> A healthy, safe and wellness-oriented workplace is maintained by setting a good example to team members in relation to HSW practices and policies. Health and safety issues that may impact on the team or wider organisation are identified and reported.

Person Specifications

Qualifications	
Essential	Desirable
Chartered Accountant designation with CAANZ (or equivalent, e.g., CIMA)	
Knowledge and Experience	
Essential	Desirable
2 years' experience performing management accounting functions, including budgeting, forecast, business planning and dashboard reports	Experience using Great Plains software package
Experience in Business Partnering concepts and practice	Experience using BI360 management reporting tool or similar
Knowledge of Financial Management Information Systems	Experience working in a membership based professional organisation
Key Skills	
Expert Level <ul style="list-style-type: none"> Relationship Management Oral and written communication 	
Advanced Level <ul style="list-style-type: none"> Working collaboratively with non-financial managers Ability to look ahead, analysing business performance, advising on how to pre-empt problems and adapt to changing circumstances A problem solver with attention to detail 	
Working Knowledge <ul style="list-style-type: none"> Te Tiriti o Waitangi and its relevance and application in the workplace and the education sector. 	