



## POSITION DESCRIPTION - FINANCE BUSINESS PARTNER

**Reporting to:** Head of Programming (Deputy Executive Director)  
**Start & end date:** 2 years Fixed Term. Start date June 2022.

Tāwhiri is the creative force behind festivals and experiences in Wellington including:

<b>Aotearoa New Zealand Festival of the Arts</b>	A biennial multi-arts festival
<b>Lexus Song Quest</b>	A biennial opera singing competition
<b>Wellington Jazz Festival</b>	An annual jazz festival

## OUR VALUES: HE TĀNGA MANAWA

- *Manaakitanga*: uplifting the mana of all people through care, nurture, and respectful relationships.
- *Tāne te Wānanga*: the pursuit of excellence in all our endeavours.
- *Whanaungatanga*: weaving together a team to create strength, trust and flexibility.
- *Kotahitanga*: standing together with shared purpose and values.

A Charitable Company with an average \$13m biennial turnover, Tāwhiri manages three event businesses (charitable trusts), a set building workshop and is in the process of renovating a new performance venue space in Newtown (Warehouse). From time to time the business picks up one-off events to produce or manage. The business also provides basic accounts services to two other small arts organisations, the Pacific Crystal Palace, and the Wellington International Arts Foundation. It has a core team of 12 staff, who are supported by larger volumes of short term-staff and contractors during busy event periods

This is a two-year fixed term employment position at 1.0 FTE.

## PURPOSE OF THE POSITION

Tāwhiri is a small, collaborative, and fast-moving creative events production company with a dynamic team looking for a Senior qualified accountant (CA /CPA) to become a trusted business advisor adding value and enabling the company's smooth running and financial sustainability. In addition, the Finance Business Partner is responsible for analytical insights, data modelling, relationship management and the delivery of end to end financial and management accounting. This includes providing advice, support and reporting for other members of the Leadership Team and Board of Directors.

This role is supported by an Accounts Assistant.

The Finance Business partner reports to the Head of Programming (Deputy Executive Director).

## KEY CAPABILITIES

The key capabilities of the role are:

- **Financial and Management Accounting**

This role is responsible for preparing full monthly and annual accounts for Tāwhiri and associated companies / Trusts. Extensive experience in financial accounting from transaction level to full annual accounts including board reports is essential. Experience in complex cost centre reporting and electronic purchase order systems is required. The current exemplary audit record that must be maintained. Financial risk reporting, analysis and systems accounting on an ongoing basis. Must be CA or CPA qualified.

- **Systems & Processes**

Extensive experience in developing implementing and maintaining financial systems, processes, and controls, with an understanding of the impact on an organisation as a whole. Experience leading the change management process with a variety of key stakeholders. Familiar working with software engineers to enhance accounting packages and develop additional modules. An understanding of merchant payment systems and e-commerce. Able to write and maintain comprehensive user manuals and document procedures. Experience using MYOB EXO would be advantageous.

- **Budgeting**

A comprehensive understanding of the budgeting process and cycle and the ongoing effect this has on cashflow. Be able to model complex scenarios and explain the effects on the overall budgets and cash position. Lead the Budget process in consultation with Heads of Departments, preparing budgets, including contra. Build and manage a complex array of matrixes and spreadsheets as part of the budgeting process. Proactively update the forecasts reflecting the current environment and provide insights and analysis as to impact of the changes.

Provide regular reports on budget v actuals v Forecasts to Heads of Department (HODs), including suggestions for budget improvements and business insights.

Work with HODs to develop and maintain accurate revenue forecasting tools and models, including for ticketing/box office revenue and sales via Tāwhiri's set building workshop, production services and venue hire revenue streams.

- **Foreign Currency**

Experienced in managing Forex bank accounts, processing transactions, and purchasing foreign currency.

- **Payroll**

This role is responsible for completing all payroll requirements across the business, including Withholding Tax, and a comprehensive working knowledge of current relevant New Zealand legislation are vital.

- **Donations/Memberships/Subscriptions**

Work with Head of Audience and Partnerships to maintain and grow donations / subscriptions and memberships including reviewing and improving Regular Giving systems (eg payment

processes), data analysis to establish potential prospects, setting and meeting targets, reporting and compliance.

- **Tax Compliance**

A thorough understanding of New Zealand GST legislation and familiarity with filing GST returns. Experience with filing returns on a payment's basis, while accounting on an accrual basis would be beneficial.

Ensure group and associated trusts meet New Zealand tax legislation requirements such as GST, withholding tax, FBT PAYE, etc.

- **Contract Law / HR**

A good understanding of New Zealand contract law and relevant HR legislation. Experienced in preparing employment contracts, drafting job descriptions and contracts for services.

- **Venue hire business**

Contribute to scoping then managing the business and finance processes for Tāwhiri's new performance venue space in development (Warehouse). Work with the appropriate HODs to manage the commercial operation including developing a booking system. Work with the project manager providing financial reports and analysis on the development project as required.

- **Microsoft Office**

Advanced skills in Excel and Word including, but not limited to, complex mathematical formulas, recording and editing macros, tables, charts and links.

- **Accuracy**

A high degree of accuracy is required at a very detailed level, while still understanding the impact on the bigger picture. The ability to maintain systems and processes, even when under pressure is essential.

- **Relationship management**

Effectively liaise between the various teams, HODs, Executive Director, Audit Committee, Executive Chair, banks and auditors to meet deadlines and ensure the quality of all financial information.

- **Problem Solving**

Exceptional organisational, administrative and time management skills are vital in this role as you will need to manage complex tasks with multiple conflicting deadlines. Demonstrate initiative and problem-solving skills to ensure tasks are completed accurately and on time and key information is available as required.

- **Business performance**

Support the Head of Programming (Deputy Executive Director) and Executive Director to drive business performance (financial and non-financial) including performance reporting, project analysis & modelling, and financial efficiencies programme.

- **Compliance**

Ensure financial compliance and accountability reporting completed for funding, donations, partnership, annual returns and other business requirements.

- **Interculturalism**  
Contribute as part of the wider team member to the successful implementation of the Intercultural Policy and Action Plan.
- **Professional Environment**  
Tāwhiri has built a friendly and supportive culture, and all team members experience high-pressure periods in the lead up to and delivery of events. You need to remain level-headed and flexible in this deadline driven role. During peak periods work hours will be extended and it is essential that you are flexible and available to work the days and hours required.

## **KEY FUNCTIONS**

### **Financial Management:**

- Prepare monthly financial Board papers and annual accounts. This includes consolidated financial statements, and reconciliations of intercompany accounts. Liaise with the Festival's auditors as the key contact.
- Manage finance systems, procedures and controls, including ongoing maintenance and development of MYOB EXO, Chart of Accounts, job listings and stock codes.
- Prepare the administration budgets and lead the development of Sets & Staging, Warehouse and event budgets for approval by the Board. Import approved budgets into MYOB EXO. Monitor approved budgets against actuals and follow up with appropriate Heads of Departments where there are variances.
- Develop and maintain fit for purpose financial systems and process for the warehouse.
- Manage and monitor cashflow on a daily basis, including transferring funds between accounts as required.
- Manage the Festival's foreign currency requirements to minimise risk. This includes all foreign currency payments and the purchase of foreign currency within approved limits.
- Manage the accounts payable and receivable functions, including checking payment batches for appropriate authorisation and correct stock code and job coding. Ensure credit control is being followed up in a timely and efficient manner.
- Complete the payroll function, including checking payroll batches for accuracy and appropriate application of legislation. Ensure accurate and timely PAYE returns are filed and paid.
- Calculate, reconcile and file accurate and timely GST returns.
- Ensure all Festival bank accounts are reconciled on a monthly basis and appropriate general ledger accounts as required.

- Develop and administer a system for box office advance payments, ticket sale reconciliations, banking of ticket income from all sources, reporting procedures and the finalisation of all box office account. Develop and maintain reporting tools for daily ticket sales and budget comparisons as required
- Monitor expenditure against all budgets and report to HODs around variances.
- Work with the Audience & Partnerships team to refine and accurately administer a system for processing and managing donations by Patrons and Culture Club donors.
- Develop and maintain a comprehensive user manual for MYOB EXO.

#### **Business Administration:**

- Record the minutes and action points from the admin and finance committee meetings.
- Manage the relationship with the Audit Partner
- Maintain employment contract templates as appropriate in consultation with Tāwhiri's lawyers.
- Check and advise staff as appropriate on all Festival contracts, including employee contracts, contracts for services, building leases, venue contracts, artist contracts and ticketing contracts.
- Liaise with Ticketing Manager and ticketing provider to reconcile box office on all Festival events.
- Liaise with the management team on a staffing plan that includes job descriptions, engagement terms, seating plans and the appointment of staff.
- Work with the Head of Technical and Production to manage the health and safety policy and implementation and any issues arising.

#### **Management:**

- Leadership and direct line supervision of Finance personnel
- Become a trusted business advisor by providing advice, data, analysis and reports relating to relevant financial and administration matters to the Board, Executive Director, Artistic Director and other Heads of Department.
- Add value to Tāwhiri's strategy and planning by providing insights and analysis of the operation as a whole as well as to each head of department.

#### **Accountability**

This role reports to the Head of Programming (Deputy Executive Director) and is supported by the Financial advisor on the Board. In the absence of the Head of Programming (Deputy Executive Director) the role reports to the Executive Director.