**POSITION DESCRIPTION**

**Position:** **Financial Administrator**

**Children’s Worker:** No

**Location:** Hamilton

**Group:** Enabling Good Lives

**Reports To:** Business Manager, Enabling Good Lives Waikato

**Issue Date:** June 2019

**Delegated Authority:** Nil

**Staff Responsibility:** Nil

**Enabling Good Lives**

‘Enabling Good Lives’ is the title of a 2011 report that the Minister of Disability Issues commissioned from a group representing the disability sector. It recommended transforming the entire system of government-funded disability supports to give disabled people greater choice and control over their supports, so they can live the lives they want.

The Government agreed to a three-year demonstration of the Enabling Good Lives approach in the Waikato, commencing in 2014. The demonstration was then extended by Cabinet for a further three years to 30 June 2020, to run concurrently with the system transformation work which commenced October 2018 in the Mid Central region. The demonstration includes the disability supports provided by three Government departments (the Ministries of Health, Education and Social Development). Disabled people, their families and the disability sector have been, and continue to be, closely involved in the co-design and governance of the Waikato demonstration.

The Waikato demonstration focuses on three action areas. 360 disabled people, families and whanau were participating to be in the demonstration by March 2019, with a further 60 people able to join in 2019 and 20.

The demonstration has been evaluated to gather a body of evidence and experience about what it takes to transform the system to achieve results for disabled people and their families and whānau.

**Position Description Approved By:**

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**Purpose of the Position:**

The primary purpose of this position is to provide a high level of financial support to the Enabling Good Lives team. This will include management and development of the financial data, maintaining consistency, accuracy, timeliness and ensuring data security.

**Working Relationships**

**Internal:**

* Business Manager, Enabling Good Lives Waikato.
* Director, Enabling Good Lives Waikato.
* Staff within the Enabling Good Lives Waikato team.
* Colleagues in the Ministry of Social Development and participating government agencies in the Waikato.
* Wider disability networks and community in the Waikato.

**External:**

* Participants
* Suppliers

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| **Key Result Area** | **Accountabilities** |
| **Data Documentation** | * Maintaining the financial documentation and its related policies and procedures. * Documentation of the various procedures used to update the data. * Maintain a manual for the EGL team for using the various functionalities in the financial management system and the potential consequences of each action. |
| **Financial Data Management** | * Ensure the financial data of each EGL participant is up-to-date. * Monitor the financial data of the participants to ensure that the funds provided are spent according to their plan. * Monitoring invoices from providers to ensure they match the participant agreement. * Preparing participant payments for the Business Manager as required. * Ensuring that planned payments and the actual payments made are reconciled to the KEA General Ledger in Total and by individuals.. * Collate code and forward Departmental invoices to the National Accounting Centre, code and process accurately in AP1 (electronic Accounts Payable system). |
| **Risk Management** | * Keep the Business Manager and Director, Enabling Good Lives Waikato informed of any risk issues which may impact on the Demonstration’s reputation. |
| **Work Planning and Management** | * Manage a variety of tasks concurrently, show flexibility, and the ability to re-prioritise work load. * Develop and monitor own work plan with clear targets and process for achieving these. * Manage own workload to meet agreed deadlines. |
| **Safe and Healthy** | * Understand and adhere to MSD health, safety and security (HSS) policies and procedures * Implement HSS accountabilities at work to keep themselves, colleagues, clients and others safe and well. |

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| **Technical/Professional Knowledge and Experience**   * Proficiency in the Microsoft office suite of applications, specifically Office 365 in Windows 10 and also including research tools (internet and database use). * Advanced skills in the accessible, clear and concise communication of information (both in oral and written format) appropriate to the target audiences. * Ability to work in a team environment, adapt, demonstrate initiative, and cope with continuing change. * Flexible, adaptable and pragmatic. * Exercises sound judgement. * The ability to effectively prioritise and schedule work to meet competing deadlines and maintain the quality of services delivered. * Ability to develop forms and reports as per team requirements. * Excellent attention to detail.   **Attributes/Success Factors**   * Excellent relationship management skills – able to establish, build and maintain respectful, effective working relationships with all stakeholders. * Understands and is committed to the disability rights based approach which underpins Enabling Good Lives principles and practices. * Excellent communication skills – expresses ideas clearly, concisely and effectively in all communication, adjusts style to needs of audience, excellent listening skills. * Highly results oriented – is motivated, persistent and delivers, takes action to achieve goals, anticipates potential issues, obstacles or problems and deals with them effectively, completes projects and work assignments efficiently and on time without the need for prompting. * Innovative and creative – continuously seeks, and encourages other to seek, opportunities for different and innovative approaches to address problems and opportunities. * Works well with other team members. * Flexible, adaptable and pragmatic. * Welcomes and values diversity, and contributes to an inclusive working environment where differences are acknowledged and respected.   **Other Requirements**   * Willing to travel to fulfil job requirements |