

# Position Description

<b>Title:</b>	Finance Manager
<b>Location:</b>	Wellington
<b>Reports to:</b>	Financial Controller
<b>Direct reports:</b>	Yes

## About Habit Health

Our purpose is to support people in their community to optimise health and live their best life. We support people on mental and physical health journeys, helping them restore function, grow stronger, re-establish, and grow social, whanau and/or spiritual connections, be safe at work, gain independence and learn how to manage their pain.

We pride ourselves on being the best option in New Zealand for organisations looking for integrated health services at scale.



## Position purpose

The Finance Manager will primarily be responsible for managing the financial position of all integrated subsidies & JVs within the Habit Group.

The Finance Manager role is to assist the Financial Controller in implementing a business partnering approach to finance, increasing financial acumen, awareness, and accountability throughout the Habit group.

This position description is not intended to be complete or limiting – the role will require a proactive and flexible approach to manage tasks that support a rapid and innovative environment.

## Key accountabilities

### Financial

- Manage all aspects of accounting across all integrated entities, ensuring month end deadlines are met and all technical accounting entries are booked
- Ensure all balance sheet accounts are reconciled
- Provide JV operating directors with forecast assumptions allowing them to make timely informed decisions on shareholder matters
- Manage team of two to ensure month end deadlines are met and all technical financial queries are resolved
- Ensure all tax obligations are met for relevant entities
- Work closely with Operations team to ensure accuracy of data held within Gensolve & Xero
- Support business leads through the annual budgeting process, ensuring clarity of assumptions and ownership of numbers
- Support FC through Year End process, including audit process

### Stakeholder and relationship management

- Contributes to a high performing Habit Health business services team.
- Maintain strong relationships both internally and externally, with all stakeholders: executive team, operational teams, business services team, customers, suppliers and auditors.
- Communicate Habit Health's vision and objectives effectively with all stakeholder groups.

### Collaborative Teamwork

- Customer service focus, everyone is a customer of this service (internal and external)
- Consistently demonstrate the following personal attributes: adaptable, approachable, agile, positive and proactive.
- Approach all situations with a can-do-attitude and use initiative to problem solve.
- Provide exceptional support, training and guidance to the team to ensure objectives, values and purpose of the group are met.
- Lead by example and encourage a fun, positive, productive and safe team culture.

### People Management

Managers are representatives of Habit Health both when dealing with external customers or stakeholders, and when dealing with internal employees and contractors. Managers have a lead role in establishing and promoting our expected standards of behaviour and integrity. As a manager you are expected to:

- **Manage employees** in line with the Code of Conduct, and other Habit Health policies, processes, standards and systems in place to support you as a manager (eg. recruitment, coaching, performance management).
- **Lead, model and promote** the expected standards of behaviour with integrity within the Code of Conduct and other policies and processes, providing employees with education on these where needed. Support and manage messaging to staff on business direction and decision in positive and challenging situations. Lead by example and encourage a positive, productive, and safe team culture.
- **Represent Habit Health positively** when interacting with your staff and deliver its policies, changes, initiatives or decisions in a manner consistent with Habit Health's intentions.
- **Take ultimate responsibility** for work quality, development, actions and decisions of employees in your team to ensure initiatives of the group business plan are met.

### General accountabilities

- Undertake any other duties at the request of the manager, which are commensurate with the role including project work and absence cover.
- Ensure that services are delivered in line with Habit Health values, standards, and other guidelines and contractual requirements.
- Understand and apply the principles of the Te Tiriti o Waitangi – Partnership, Participation and Protection – and its relevance to the health of Maori in New Zealand.
- To adhere to the policies and procedures of Habit Health.
- To undertake training as relevant to your position.
- To participate in surveys and audits as necessary in order to enable the Company to meet its statutory requirements.

## Key performance indicators

### Deliverables

- BAU – Consistently deliver accountabilities as outlined in this position description.
- Objectives – Discussed, confirmed, and documented as part of the annual performance review cycle. This may include:
  - Metrics
  - Projects
  - Process improvement initiatives
  - Other stretch objectives

### Core Behavioural Competencies

Please refer to SharePoint for the full descriptors.

<p><b>Customer focus*</b></p>  <p>Act with the customer in mind and ensuring the customer is at the centre of everything you do.</p>	<p><b>Motivation to achieve</b></p>  <p>Be action-oriented and respond positively to challenges and opportunities.</p>	<p><b>Teamwork</b></p>  <p>Work together constructively and put the team ahead of individual success.</p>	<p><b>Leadership**</b></p>  <p>Provide clear direction and build commitment within the team to achieve Habit Health objectives.</p>
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\*Customer is encompassing of all customer groups eg. Internal teams, clients, stakeholders etc.

\*\*Only applies to people managers and roles on pathway to leadership.

### Culture

- Exemplify our vision, purpose, and values in everything that you do.

## Scope of Position

Direct reports: 1-4

## Health and safety

Habit Health are committed to providing a safe and healthy working environment for all staff, including contractors.

You are responsible for:

- taking reasonable care of your own and other's health and safety and being mindful of the effect of your actions (or lack of action) on the health and safety of others.
- actively maintain up to date knowledge of health and safety procedures available on SharePoint and complying with reasonable instructions, policies and procedures to ensure Habit Health are able to comply with the Health and Safety at Work Act 2015 and relevant regulations.
- identifying and reporting hazards, risks, injuries, illness and incidents (including near misses) that arise from your work or in the workplace and eliminating or mitigating health and safety risks so far as reasonably practicable and consulting with others in doing so eg. manager or health and safety representative (or other contact as appropriate).

## Qualifications, knowledge, skills and experience

### Qualifications

- Professional accountancy qualification (CA, ACA, CPA, CIMA)
- Microsoft Office 365 (certified or highly proficient)
- Xero (certified or highly proficient)
- Experience using Power BI

#### **Experience**

- A strong financial education and 5+ years post qualification experience within a finance role, preferably in a complex multi entity organisation
- Able to demonstrate experience sharing complex financial information with non-finance staff
- Experience managing staff

#### **Personal Attributes**

- Strong all-round ability with sharp intellect, professionalism and well-developed EQ.
- High level of initiative to take on additional responsibilities as needed to provide significant leverage to the financial controller and wider management team.
- Ability to prioritise tasks, manage upward, communicate regularly on progress and escalate issues early.
- Strong executional capability and a track record of completing projects effectively.
- Strong influencing and relationship building skills, capable of getting buy-in in different ways and with different personalities, right across the organisation as well as with all stakeholders.
- Passionate and positive well-rounded, down-to-earth character who can inspire trust and confidence across a professional services group.
- Calm, approachable, organised, structured and methodical.
- High levels of initiative to check, verify and correct inputs, procedures and task flows
- Able to oversee and audit adherence to finance policies and procedures.
- Attention to detail, accuracy, sound judgement and well-developed problem-solving ability.