

## **Finance Manager**

- Exceptional performer?
- Customer focus?
- Team player?

This is a newly created finance & business management position that will form an important part of the senior leadership team. The role has been created due to an extensive review of the organisation and will help us achieve our next phase of growth in the short and medium-term. With the support of four direct reports, you will be responsible for the day-to-day management of the finance/administration function, ensuring the requirements of all stakeholders are met. Stakeholders include the board, management, employees, industry and government organisations, and suppliers. Your role will provide specialist financial advice, direction and information on the financial environment and operations of the business, while ensuring the organisation is aware of and complies with all financial obligations.

Your key duties will include (but not be limited to);

- Participate in & contribute to the development of the organisation's strategic direction.
- Financial & management reporting.
- Budgeting & forecasting.
- Cashflow management.
- Financial analysis to understand the business' performance & potential risks.
- Identifying opportunities for cost saving and revenue gain.
- Provide leadership to the administration team - including customer experience, sales & marketing and procurement.
- Project management – reviewing and scoping new inventory and accounting. management software.
- Create and lead a culture of continuous improvement.
- Support the wider SLT with ad-hoc tasks.
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To be considered for this position you should be a fully qualified accountant or similar, who has previous experience in a leadership role. Previous experience in a not for profit or aged care facility would be beneficial, but not essential. You must be able to demonstrate the ability to work collaboratively to help the organisation achieve its strategic goals. Due to the current size of the business, and the finance team, you must be comfortable in rolling up your sleeves and getting into the detail. Finally, experience in project management, systems improvement and outstanding customer experience is highly desirable.

### **What's in it for you...**

This is a fantastic opportunity to make your mark on this newly created position, working as part of the SLT and having the freedom and autonomy to advance and improve the current way of working. You will get to work with 150 amazing, caring, and dedicated people and enjoying making a difference every day. The SLT is small cohesive and supportive team that enjoy working together. There is parking provided and a café on site with Pilates provided twice a week and monthly massages. Oh, and you don't have to work on your birthday!

Northbridge Lifecare Trust is a warm and friendly Retirement Village and Care Facility, based in Northcote, Auckland. The Care Facility comprises of a rest home, hospital and memory care centre where our aim is to provide excellence in aged care.

We are a not for profit, stand-alone organisation that allows us the freedom to invest back into Northbridge for the benefit of our people and the residents that call us home.

### **Employer questions**

Your application will include the following questions:

- How many years of accounting experience do you have?
- Have you worked in a role which requires experience with financial analysis and modelling?
- Which of the following statements best describes your right to work in New Zealand?