

Position Description

Position title: Finance Specialist

Group: Corporate Services

Reports to: Finance Manager

Direct Reports: Nil

Location: Wellington

Fair Way- kia tau

Kia tau means 'to settle, to resolve, to calm' - it is what we do and Dispute resolution is the name of our game. We work with parties involved in disputes, by creating a safe environment and process that meets their needs, with support and our experts to help them reach resolution. Being customer centric in everything we do, we treat our customers and their issues with respect, empathy and understanding - at Fair Way, we are here and we care.

Te Tiriti o Waitangi (The Treaty of Waitangi)

This is Fair Ways' commitment and foundation. We are dedicated to upholding te reo Māori me ona tikanga as our taonga and, an essential part of our shared identity in Aotearoa. Fair Way actively supports, develops, and encourages our kaimahi to grow their confidence and capability in everyday practice. We create an environment where te ao Māori is valued, visible, and woven into the Fair Way fabric, our practices, relationships and ways of working.

Ā mātou Uara (Our Values)

The values of Fair Way are important to us. They are the basic fundamental beliefs that guide, motivate and reflect the standards of behaviour, attitudes, and actions of how we carry out our mahi. Each of these values define us on how we work and serve. This is the Fair Way way.

- **Professionalism - doing what is tika:** Providing a high-quality service that meets customer expectations and professional standards, ensuring customers have trust in the fairness of our services
- **Integrity - doing what is pono:** Upholding ethical standards and communicating in an open, honest and transparent way. Always focused on the health and safety of our people and customers
- **Collaboration - to do mahi tahi:** Seeking opportunities to work in teams towards shared objectives, knowledge, and success
- **Fairness - doing what is tōkeke:** Abiding by objective standards, allowing full participation in our processes, and giving all voices an opportunity to be heard
- **Empathy - doing what we do with aroha:** Acknowledging where people are coming from and identifying their needs by asking, listening and clarifying. Demonstrating respect to one another and our customers, acknowledging differences, and encouraging diversity.

Ā mātou Tāngata (Our People)

People are our greatest asset at Fair Way. We have a passionate and dedicated team who make a difference in the lives of our communities in conflict, each day. You will become part of a culture that nurtures talent, embraces diversity and rewards outstanding performance. Fair Way is committed to equal opportunity in the workplace, and we embrace the insights and values from all employees.

Role Purpose

The Finance Specialist role is responsible for the accurate and timely preparation and processing of financial transactions and the preparation of accounting information and material to support the Finance Manager's reporting and decision-making.

The Finance Specialist is accountable for ensuring that transactions follow FairWay policies and procedures, and that confidentiality and privacy are maintained.

The Finance Specialist is responsible for interaction with vendors and clients in relation to their accounting matters and is a clear communicator able to handle vendor and client queries politely and calmly.

Key Relationships

Internal Relationships

- CEO
- Senior Management Team
- Heads of Services
- Client Services Managers
- Corporate Services
- All other FairWay employees

External Relationships

- Vendors
- Contractors
- IRD
- Clients
- Bank Services Provider

Key Responsibilities

Financial Operations

- Maintain and use the Fair Way accounting and banking systems to provide clients, vendors and contractors with efficient and accurate receipts and payment services.
- Liaise with internal & external clients, vendors and contractors to promptly resolve queries on invoicing and payments and provide details and supporting information as and when needed.
- Prepare daily bank account reconciliations using internet banking and the finance system.
- Maintain banking systems and liaise with bank for internet banking and merchant credit card facilities.

- Manage the accounts receivable and accounts payable functions including following up approval workflows to ensure timely completion.
- Carry out all payments related processes including accurately recording and processing for approval, vendor and contractor invoices, staff expense claims and purchasing, travel and taxi card transactions.
- Prepare payment runs and reports for approval to meet standard or agreed payment terms and obligations.
- Prepare client invoices for approval and pursue the collection of overdue receivable balances.
- Prepare monthly general ledger reconciliations for Finance Manager approval.
- Prepare reconciled tax returns for all taxes and liaise with IRD to ensure all tax obligations are met on time and in full.
- Maintain fixed assets register.
- Prepare supporting accounting information for audit purposes and respond to auditor queries in relation to all areas of responsibility.

Financial Analysis & Commercial Support

- Investigate / analyse financial and non-financial records, including creating regular and adhoc analytical reports and analysis to identify and investigate business performance trends, risks and opportunities.
- Contribute to the team meeting or exceeding team Business Plan objectives.
- Apply a legitimacy lens to expenditure reimbursement claims and report any that cause concern.

Stakeholder Engagement & Continuous Improvement

- Work closely with the Heads of Services and Finance Team to support the achievement of overall business goals.
- Proactively identify and understand vendor and client issues and lead by example to maximise a service delivery focus in the team.
- Monitor and highlight legislative changes in the tax and accounting arenas.
- Receive and report feedback to ensure issues are recognised and addressed promptly.
- Work with the Finance Team to produce solutions that “fit” into and improve on Fair Way processes.
- Share knowledge and expertise with others to support Fair Way’s continuing capability to achieve its goals and objectives in an efficient and effective way.
- Contribute to the provision of best practice guidance and advice to stakeholders throughout Fair Way.

Team, Culture & Compliance

- Carry out all allocated duties to help ensure Fair Way’s regulatory accounting, vendor and client obligations are met.
- Participate in culture development initiatives.
- Participate positively in team activities and work collaboratively with colleagues across Corporate Services
- Follow Health and Safety policies, procedures and practices to maintain well-being and prevent harm to self and others.

Key Competencies

Technical and Digital Competence

- Familiar and competent with data entry work and accounting systems and applications.
- Intermediate accounting knowledge with experience in maintaining fixed asset registers, transactional processing, debtor and creditor ledgers, receivables, payables, purchasing cards, bank reconciliations, and preparing IRD returns.
- Strong systems focus and analytical skills.
- Well-developed computer skills including use of Windows and Microsoft Office Suite and other online platforms, including WorkVivo and internet banking.
- Advanced Excel skills, including the ability to create analytical reporting and utilise enterprise reporting tools.
- Proficient in electronic and physical records management, including archiving and adherence to file naming conventions.

Communication and Collaboration

- Excellent customer service and communication skills, with the ability to engage with a wide variety of people, build relationships and trust quickly and easily
- Ability to work flexibly and collaboratively with stakeholders throughout the organisation.
- Willingness to work collaboratively as part of a team to support shared goals and responsibilities.
- Very good task prioritisation and workflow management skills.

Organisation, Initiative and Continuous Improvement

- Strong task prioritisation and workflow management skills.
- Excellent attention to detail, including responsiveness to important timeframes.
- A high level of initiative and sound judgement and decision making skills, with the ability to identify issues and recommend improvements or solutions.

Personal Specifications

- 3-4 years' recent work experience in similar role.
- The ability to learn quickly and use learnings to foresee future issues and pro-actively mitigate these issues.
- Consistently demonstrate sound judgement and an excellent attitude.
- Listen, test and adapt successfully.
- Able to work unsupervised and to manage unexpected or unplanned work demands and prioritise work to achieve the best outcome for the business.
- Proven resilience and adaptability and the ability to keep the focus on short or medium-term goals and to keep calm under pressure.
- High level of tact, integrity and discretion in dealing with sensitive and confidential information.
- Positive "can do" attitude, together with excellent problem-solving skills.

Health & Safety

Show commitment for a healthy and safe workplace by adhering to the H&S policy, including keeping your immediate workspace(s) clear and tidy, being involved in regular hazard identification and always undertaking work in a safe manner. The mental health of our employees is incredibly important. We want you to bring your whole self to work and know that you will have the support you need. Therefore, it is important to identify any mental health concerns in yourself and others so we can provide the appropriate support each individual may require.

Diversity & Inclusion

At Fair Way we celebrate the strength that comes from diversity and the unity that comes from inclusion. We value the unique perspectives of all people - embracing different cultures, identities, and experiences, including the richness of Te Ao Māori. By fostering an environment where everyone feels respected, supported, and empowered to contribute, we create a culture of belonging that drives innovation, fairness, and shared success.

Changes to Position Description

From time to time, it may be necessary to consider changes in your position description in response to the changing nature of our work environment - including technological requirements or statutory changes. This position description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.