

Manager Finance & Procurement Transactions

Position Description

Grade	6.2	Position number	
Employment type	Ongoing	Status	Full time
Division	Finance and Business Services	Direct / indirect reports	5 / 11
Reports to	General Manager, Finance and Procurement Transactions		
Date approved			

About CenITex

Our Vision	To deliver customer focussed ICT services, that support a modern, agile and productive public sector
Our Purpose	CenITex is a key supplier of shared ICT infrastructure providing services and support needed to ensure our customers stay operating and connected 24/7.
Our Values	Our values are the foundation of our culture and guide how we work together: RESPECT, COURAGE, ACCOUNTABILITY, COLLABORATION, INITIATIVE

Division Summary

The Finance and Business Services function is responsible for the financial, procurement, commercial insights, corporate legal and business IT systems in CenITex. Its role is to implement best practice in relation to the management control and process requirements within these functions to maximise sustainable growth. Its focus is to keep customer centricity at the heart of its decisions whilst balancing the need to meet CenITex's obligations in relation to compliance with relevant regulations. It plays a key role in the development of enterprise wide strategic plans for finance, procurement and business technology in alignment with the Corporate Plan.

Position Purpose

The Manager, Finance and Procurement Transactions is accountable for the management of daily transactions in Finance (general ledger) and Procurement (contracts management and procurement approval process). Customers of this role include the Chief Executive, Director Service Delivery, Director Customer Engagement, Director Human Resources, the CenITex Board.

Key Accountabilities

- Manage the financial operating and procurement requirements in accordance with corporate practices, accounting standards, VGPB policies and statutory requirements.
- Develop, implement and keep updated all financial and procurement policies and procedures including internal control procedures.
- Deliver the development and maintenance of accurate, regular and timely financial reports so as to enable managers to monitor the financial health and performance of CenITex.
- Ensure CenITex complies with legislative and regulatory requirements to a high ethical standard.
- Project leads the preparation of the Annual Financial Statements and all required reporting requirements under the FMA and DTF.
- Assist senior stakeholders to make decisions or improvements by providing financial analysis and reporting that accurately states the current position or identifies and quantifies opportunities for improvement.
- Oversee the current and forecast cash position to ensure funds are available to meet commitments including tax and cash investments.
- Provide financial leadership, training and assistance to non-financial managers within CenITex.
- Ensure that the reporting and valuation of CenITex assets are managed effectively.
- Provide professional leadership of the Finance and Procurement Transactions team to develop a proactive customer focussed, collaborative and productive team.
- Manage staff performance against role Key Accountabilities and assigned Business Plan Performance Objectives by developing and maintaining team skills.
- Any other duties as reasonably directed by CenITex.

Key Selection Criteria

1. Specialist Expertise and Experience

Substantial knowledge, capability and experience working in Financial Management, Procurement and Contract Management, including demonstrated experience of compliance management, policy and risk in:

- financial management and
- procurement practices in contract management.

2. Leadership Skills

Track record in developing and leading high performance teams, with proven ability to motivate, inspire and align teams to meet business priorities.

3. Strategic Planning

Commercially astute, with an ability to see the 'big picture' and deliver outcomes in accordance with strategic direction.

4. Stakeholder Management and Influencing

Good stakeholder management skills, with ability to credibly consult, advise and influence outcomes with a dedicated focus on customer service.

5. Business Management

Demonstrated ability to drive operational objectives through efficient and effective business process.

Education and Qualifications

- Tertiary qualifications in finance, business are essential
- CPA or CA essential.

Skills & Competencies

- **Change Management** - Maintains and controls their work group so that it continues to perform over time in changing circumstances
- **Coaching** - Guides and helps others to develop the behaviours critical to the organisation's current and future success
- **Customer Focus** - Provides an end to end customer experience and meets the customer's expectations and needs
- **Innovative Decision-Making** - Makes effective decisions and innovations which make a step change in the performance of their work group.
- **Initiative** - Remains proactive and takes prompt action to accomplish goals
- **Operational Awareness** - Is attentive to the opportunities and threats to the organisation
- **Performance Management** - Ensures the appropriate performance of all direct reports over time
- **Planning and Organising** - Plans own and team's schedules and resources so that their work is completed by the required time.
- **Relationship Building** - Works with suppliers and staff outside their team to create relationships which achieve mutual goals and objectives
- **Results Orientation** - Continuously works towards the goal with high levels of effort to achieve it
- **Self-Development** - Understands own strengths and development areas, and takes action to continually improve behaviour in the work place over the long term
- **Team Work** - Relates with others in their team to achieve the work group's goals over time

Other Relevant Information

- This position description is an overview of the role; changes to the position should be expected reflecting changes in organisational goals and objectives, activities or job focus.
- Staff members must comply with policies, procedures, delegations, legislation and other obligations relevant to CenITex.
- In the area of OHS, all staff members are responsible for following reasonable instruction, cooperating with their employer, and at all times taking reasonable care for own health and safety and the health and safety of other people who may be affected by your conduct in the workplace.