



NEW ZEALAND  
**RED CROSS**  
RIPEKA WHEREO AOTEAROA

## POSITION DESCRIPTION

**Be part of our mission:**

*To improve the lives of vulnerable people  
by mobilising the power of humanity  
and enhancing community resilience.*

To find out more about our kaupapa, and what we stand for, visit [redcross.org.nz](https://redcross.org.nz)

**Job Title:** Finance Business Partner  
**Group:** Organisational Services  
**Location:** Wellington  
**Reports to:** Strategic Finance Manager  
**Position status:** Full-time  
**Version date:** October 2024

### OUR PURPOSE

New Zealand Red Cross (NZRC) has always been about good people doing good things. We are part of the world's largest humanitarian network, helping vulnerable people and those affected by disaster and conflicts. We have been working in New Zealand for more than a century and today you'll find us lending a hand in communities throughout Aotearoa New Zealand – we're here for good.

### DIVERSITY AND INCLUSION

We are committed to providing an environment where all people feel welcomed, valued and seen in their identities.

### THE TREATY OF WAITANGI

New Zealand Red Cross is working towards understanding our obligations under the Te Tiriti o Waitangi principles. New Zealand Red Cross engagement with Te Tiriti o Waitangi is recognised as ethical best practice in relation to the application of the Red Cross Fundamental Principles and the desire of New Zealand Red Cross people to build meaningful relationships with Māori as tāngata whenua.

## **WHAT WE STAND FOR**

The Red Cross Fundamental Principles guide all we do, whether we're helping people in New Zealand communities or providing urgent relief in an international disaster.

## **ABOUT THE GROUP**

### **Organisational Services**

The Organisational Services Group provides the infrastructure and support to enable New Zealand Red Cross to function efficiently. This includes oversight of Finance and Reporting, Legal, Property, Vehicles, Procurement, Security and Information Technology.

## **POSITION PURPOSE**

The Financial Performance Team ensures the organisation has a strong understanding of our performance (both financial and non-financial) and utilises that information to make informed decisions. As key part of the team the Finance Business Partner will be a link between their portfolio Directors, their teams and Finance in order to support the on-going financial sustainability of New Zealand Red Cross. The role is a trusted advisor for their business areas, having a good knowledge of the key drivers and operational issues. The position encompasses delivery of strategic financial and business advice, along with critically critiquing business plans and performance results.

## **KEY RESPONSIBILITIES**

### **Partnering with the business**

- Develop and maintain strong and trusted relationships with a broad range of internal stakeholders to actively influence day to day decisions, provide up to date analysis and advice, and identify strategic opportunities to enhance the NZ Red Cross's fiscal position.
- Support the organisational financial, social, and environmental sustainability by considering these in the strategic advice provided to your business stakeholders

### **Business Planning and Development, Budgets and Forecasts**

- To work as a business partner with their applicable Portfolios, in assisting and supporting the accuracy and timeliness of the Budgeting and Forecasting process, including Capital expenditure budget
- Where necessary, thoughtfully question the rationale behind business plans and the underlying assumptions in budgets and forecasts used by portfolios.
- To proactively assist the Portfolios in their understanding of their main revenue and cost drivers. and ensure effective integration of the planning processes and financial input to develop and deliver a robust business plan and financial strategy that meets business needs in the short, medium, and long term.

### **Management Reporting**

- Create, prepare and generate regular and ad-hoc reports and analysis and ensure the inclusion of non-financial data in periodic financial reports
- Review draft management accounts for their Portfolios for reasonableness relative to margins and budget variations.

- Review the completion of the Balance Sheet reconciliations applicable to the allocated Portfolios in relation to any future impact on the financial result. To be reviewed in conjunction with the Financial Accountant.
- Assist and support the collation of the applicable Portfolio and Organisational reports for the monthly Reports to the Executive Leadership Team (ELT), and the National Board.
- Keep abreast of current and emerging trends within the portfolios to identify areas for fiscal and business improvements

### **Data management and analysis**

Strategic focus on proactive financial analysis and advice to the ELT and Portfolio Managers.

Includes:

- Analyse financial and quantitative data for a diverse range of user needs.
- Provide analytical support to their respective Portfolios and cross departmental projects.
- Assist in the quantification of benefits to be derived from projects, providing financial modelling for Business cases, including Capital expenditure; ensuring comprehensiveness, accuracy and timeliness of information provided .
- Conduct post project reviews to ascertain expected benefits from a project, achievement outcomes and lessons learned.
- To work with the Systems Accountant to design reports as required to meet the business needs.

### **HEALTH SAFETY AND WELLBEING**

- Proactively ensure your actions or omissions do not adversely affect the Health, Safety and Wellbeing (HSW) of yourself or others.
- Participate in HSW induction, training, programmes and activities.
- Follow all reasonable instructions to comply with HSW legislation and regulations.
- Follow NZRC HSW policies, standards and procedures.
- Do not undertake any activities you are not adequately trained for.
- Use designated personal protective equipment (PPE) for specific work activities.
- Report hazards/risks, incidents and near misses as soon as possible after the event.

### **RELATIONSHIPS**

#### **Internal**

General Managers (all groups)  
Directors (all groups)  
Finance Team

#### **External**

Auditors

### **STAFF**

#### **Direct**

Nil

#### **Indirect**

Nil

## **PERSON SPECIFICATION**

### **Knowledge**

- A good understanding of accounting fundamentals and standards
- An understanding of financial software packages

### **Qualifications/Work Experience**

- An accounting degree and professional qualification or similar.
- At least 3 years' experience post qualifying.

### **Skills and other attributes**

- Excellent communications skills with which to liaise with line managers in the provision of financial support and advice.
- Ability to earn trust through behaving in a professional manner and using discretion.
- Is dedicated to meeting the expectations and requirements of internal customers.
- An ability to analyse information and uses logic and methods to solve difficult problems with effective solutions.
- Good project management skills
- Sound computer skills e.g., Excel
- Experience of managing multiple tasks to deadlines and prioritising own workload
- Attention to detail and excellent numeracy skills.
- Empathy with humanitarian causes
- Be able to work flexible hours with some evening work.
- Enthusiasm for, and the commitment to, the work of New Zealand Red Cross.
- Exposure of carbon accounting and integrated reporting is beneficial.

## **TRAVEL**

The appointee may be required to undertake travel for this role.

## **DELEGATIONS**

Financial: Nil

Employment: Nil

## **NOTE**

This job description is not intended as an exhaustive list of duties and responsibilities. The job is expected to evolve and change, and New Zealand Red Cross may amend this job description after consultation with the job holder.