

Finance Systems Accountant

Kaupapa | Purpose

Lead the development, optimisation, and support of the Financial and Management Information System (FMIS), partnering with internal stakeholders to ensure robust financial systems and reporting capabilities. Provide expert advice, training, and system maintenance to enable accurate, secure, and efficient financial operations across the organisation.

As part of the Finance team, this role ensures FMIS interfaces effectively with other systems, contributes to system enhancements, and supports cross-functional collaboration to meet organisational and audit requirements.

Reports to: Head of Finance

Team: Finance

Remuneration: \$96,703 - \$113,768 (Fixed remuneration excluding KiwiSaver)

Date: October 2025

Ngā mahi | Do

Lead FMIS system administration and security by managing user setup, access controls, and ledger structures to align with financial delegations and ensure system integrity.

Ensure FMIS stability and reliability through proactive maintenance, documentation, and coordination of bi-annual software upgrades, including testing and liaison with technology providers.

Deliver financial reporting and forecasting capability by developing and maintaining FMIS reports, budget packs, and journal structures that meet business needs.

Provide expert support and training to internal and external stakeholders, ensuring effective use of FMIS and its integration with other Institute systems.

Support financial governance and compliance by assisting with asset revaluations, payment authorisations, and audit-related data and documentation requirements.

Drive system and process improvement by partnering with the Finance team and other users to identify opportunities, implement enhancements, and prepare business cases that support investment in financial technologies.

Lead and contribute to financial systems development projects by representing Finance in organisation-wide initiatives, managing sole-charge projects, and conducting feasibility studies to evaluate new approaches.

Enhance budgeting and forecasting capabilities through active participation in the development and refinement of financial planning systems and tools.

Deliver accurate and responsive financial reporting by preparing and maintaining reports that meet the needs of all business areas and support informed decision-making.

Ensure financial system compliance and integrity by managing year-end processes, system audits, and data extraction to meet internal and external audit requirements.

Provide expert support across finance-related modules by advising teams such as Accounts Payable, Payroll, and Health and Safety to ensure consistent and effective system use.

Demonstrate commitment to:

Ākonga at the center through ensuring positive outcomes for ākonga in all aspects of their learning journey.

Te Tiriti o Waitangi and Māori Success by positively championing and contributing to the success of partnerships with Iwi, Hapū and Mana Whenua, honoring Te Tiriti o Waitangi to uplift Māori success.

Equity by identifying and removing barriers to participation and achievement, and fostering inclusive, culturally responsive environments where all ākonga and kaimahi can thrive.

Vocational Education Excellence through building responsive provision and services to meet the needs of ākonga, and stakeholders and to enable future sustainability.

Pūkenga | Have

Minimum Degree level qualification in Finance, Business or IT or the equivalent body of knowledge gained through experience.

Member of Chartered Accountants Australia and New Zealand or similar is desirable.

Strong understanding of accounting principles, including GST, and experience working in analytical and project-focused environments.

Proven experience with financial systems and their implementation, including proficiency in accounting systems, spreadsheets, and databases.

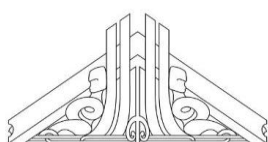
Experience and/or knowledge of the New Zealand tertiary education environment.

Familiarity with quality systems as well as high proficiency in a range of computer applications, including TechnologyOne Finance system.

Demonstrated integrity, self-motivation, and a strong partnering and customer service focus.

Demonstrated ability to communicate clearly and effectively, both verbally and in writing.

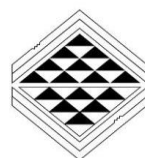
Maintains high standards in documentation and control of financial systems.



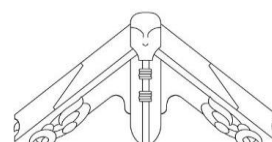
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

Demonstrated ability to manager complete projects to a high standard applying strong planning, organisation, and time management skills, and ability to work under pressure.

Analytical thinking, sound judgement, and a commitment to continuous improvement and self-development.

Experience in advocating and/or leading the inclusion and application of Te Tiriti o Waitangi practices in a workplace setting.

Experience in supporting and advocating the use of te reo Māori, tikanga and mātauranga Māori in the workplace.

Demonstrated practice in advocating and supporting approaches that promote equity and prioritise the needs of priority groups

Waiaro | Be

At Toi Ohomai, Toiohomaitanga describes our way of doing and being. It reflects how we care for each other, work together, and uphold our shared purpose. These behaviours apply to all kaimahi, with expectations scaled to the nature and level of each role. They guide how we show up in our mahi, contribute to our collective success, and reflect our commitment to Ā mātou uara | Our values in everyday practice.

Ako: Demonstrates curiosity and a commitment to continuous learning. Applies new knowledge to improve practice and outcomes and actively contributes to a culture of shared growth. This supports toitūtanga by sustaining excellence and adaptability over time.

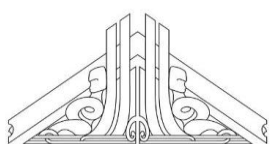
Authentic and Inclusive: Fosters inclusive environments where people feel safe, respected, and able to be themselves. Actively includes diverse perspectives, addresses inequities, and supports others to thrive. These behaviours reflect manaakitanga through care, generosity, and upholding the dignity of all.

Connected: Builds and maintains strong, trusting relationships across teams and communities. Fosters cross-functional collaboration by sharing knowledge, aligning efforts, and supporting others to achieve shared goals. Communicates with empathy and respect, contributing to a shared sense of purpose. This strengthens whanaungatanga by nurturing meaningful connections and collective wellbeing.

Innovative and impactful: Identifies opportunities to improve and applies evidence, creativity, and courage to drive meaningful change. Uses data and insights to inform decisions, challenge the status quo, and focus on outcomes that matter for ākonga, kaimahi, and communities. These behaviours reflect kotahitanga, recognising that lasting improvement is strengthened through collaboration and shared purpose.

Engaged: Actively participates in Toi Ohomai initiatives that advance our vision. Shares knowledge, supports others, and contributes to a positive, forward-focused culture. This is how we can live kotahitanga, working together with unity and purpose.

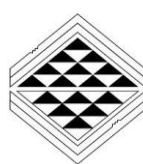
Self-aware: Demonstrates humility, reflection, and openness to feedback. Understands the impact of their actions and takes responsibility for creating conditions where others can thrive. This reflects



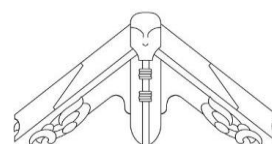
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



KOTAHITANGA

toitūtanga through thoughtful and courageous practice that supports respectful relationships and sustainable ways of working.

Ngā Hononga Mahi | Working relationships

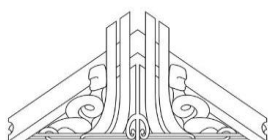
Internal: Finance Team, Executive and Senior Leadership Team, Managers, administrators and kaimahi

External: External Auditors, Software Suppliers, Support Organisations, and Systems Consultants

Resource delegations and responsibilities:

Financial: Nil

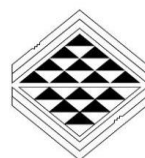
People: Nil



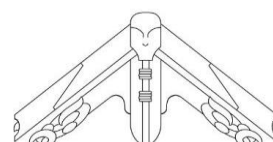
WHANAUNGATANGA



TOITUTANGA



MANAAKITANGA



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