



Finance, Communications and Operations Manager

Academic Quality Agency for New Zealand Universities

About AQA

The Academic Quality Agency for New Zealand Universities (AQA) was established by New Zealand universities in 1994. It is an independent body whose purpose is to contribute to the advancement of university education by:

- Engaging as a leader and advocate in the development of academic quality;
- Applying quality assurance and quality enhancement processes that assist universities in improving student engagement, academic experience and learning outcomes.

Further information about AQA can be found at www.aqa.ac.nz.

Position Description

Position Title:	Finance, Communications and Operations Manager
Position Size:	Part-time (0.5 FTE)
Location:	Wellington
Responsible to:	Executive Director

Primary Function of the Position:	
This is a varied and rewarding role that will support the Executive Director and the functions of AQA by managing the financial activities of the Agency, managing communications and quality enhancement activities, supporting academic audits, and office management.	
Internal Relationships:	External Relationships:
The role requires close working relationships with the following stakeholders: <ul style="list-style-type: none"> • Executive Director • AQA Board chair and Board members 	Interaction, communication, and relationship building is required with: <ul style="list-style-type: none"> • Universities New Zealand staff • Accountant and financial auditors • Senior university academic managers and academic administration managers

<ul style="list-style-type: none"> Members of the AQA Register of Auditors and Reviewers. 	<ul style="list-style-type: none"> Key government agencies - NZQA, TEC and Ministry of Education Other stakeholders including NZUSA, TEU and Ako Aotearoa Higher education quality agencies in other countries and umbrella groups such as the International Network for Quality Assurance Agencies in Higher Education and the Asia-Pacific Quality Network.
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Key Responsibilities:	
<p>1. <i>Financial management</i></p>	<ul style="list-style-type: none"> To manage AQA finances using MYOB including, <ul style="list-style-type: none"> maintaining an effective coding system for jobs and accounts; managing the payment of invoices on a monthly basis; issuing AQA invoices as required; coding payments made and received; reconciling monies received and paid with the monthly bank statements; managing bank account balances to ensure sufficient funds are available for monthly commitments; liaising with Universities NZ to ensure accurate office salary and honoraria schedules are maintained for AQA staff members, Board members and academic auditors, including up-to-date leave balances and the calculation and payment of PAYE, ACC, Kiwisaver, superannuation and Withholding Tax (in the case of honoraria) and other scheduled payments; completing two-monthly GST returns; providing monthly and year-to-date financial management reports; preparing accounts for end-of-year, liaising with Universities NZ staff to ensure the provision of financial statements in a suitable form for the purposes of preparing consolidated financial accounts, and assisting the financial auditors as required; advising the Executive Director on preparation of the annual budget; ensuring appropriate electronic and paper record keeping in accordance with IRD, Board and financial audit requirements;
<p>2. <i>Quality Enhancement and Communications</i></p>	<ul style="list-style-type: none"> To manage formal external communications and activities related to quality enhancement, including the AQA website, newsletters and occasional conferences and seminars, and interactions with other agencies;

	<ul style="list-style-type: none"> • To undertake relevant research and analysis and produce written, web and other resources on good practice in quality assurance and quality enhancement, for sharing with universities, auditors and other stakeholders and to provide professional advice to the Director and the Board on policy and strategic matters related to good practice; • To oversee AQA contributions to the INQAAHE good practice database and any other appropriate data bases which may be identified from time to time;
3. <i>Office Management</i>	<ul style="list-style-type: none"> • Assisting with the preparation of Board agendas • Website administration and maintenance • Filing and maintaining filing and systems and archive records (paper and electronic). • Maintaining General Office and Stationery supply levels • Other duties, including special projects, as and when required.
4. <i>General</i>	<ul style="list-style-type: none"> • Understand and follow Health and Safety policies and procedures • Other duties as appropriate to the purpose of the role as might be requested by the Executive Director, including deputising for or representing the Executive Director and AQA, if required.

Person Specification

Formal Education:
<ul style="list-style-type: none"> • Bachelor's degree, postgraduate qualification preferred
Specialist Training and Experience:
<ul style="list-style-type: none"> • At least 3 years' experience in financial management and administration, including the preparation of accounts that comply with NZ IFRS, and an awareness of the implications of IPSAS accounting standards (required). Some experience with MYOB is desirable. • Experience in quality assurance in universities, for example, programme accreditation, reviews and/or institutional audit (preferred). • Experience in qualitative data analysis and report/paper writing (strongly preferred).
Specific Knowledge, Skills and Abilities:
<ul style="list-style-type: none"> • Self-motivated with an ability to work independently and as part of a small team. • Strong organisational skills and ability to plan and prioritise. • An analytical approach and the ability to be constructively critical and seek continuous improvement. • Strong written and verbal communication skills, professionally presented. • Well-developed inter-personal skills, including relationship management.

- Well-developed technical skills including website management, desktop publishing and presentations and report preparation.
- A commitment to the Treaty of Waitangi and an awareness of its implications for quality assurance in universities and for AQA.
- Demonstrate a flexible approach and a commitment to ensuring that work is completed on time and to a high standard.
- Able to travel nationally for periods of up to 5 days two to three times a year.

Value Behaviours:

Commitment

- Demonstrates commitment to the highest standards of academic quality assurance.
- Takes ownership and pride in work.
- Shows initiative in finding solutions to problems that impact on productivity.

Honesty and integrity

- Shows an ability to provide and receive open, timely and constructive feedback.
- Takes ownership and is accountable for own actions at all times.
- Does not engage in manipulative or unethical behaviour.

Respect

- Is non-judgemental of others and embraces diversity.
- Employs active listening in listening to others' views.
- Actively seeks relevant information before judging a situation.

Adding Value

- Is dedicated to meeting the expectations and requirements of internal and external stakeholders.
- Employs a partnership approach to internal and external stakeholders and ensures a balance of both needs.
- Actively seeks feedback from stakeholders for continuous improvement opportunities.

Enabling People to Reach Their Full Potential

- Displays an aptitude for helping others realise their potential as well as realising own potential.
- Shows a willingness to share information and experience to help develop others.
- Sets challenging goals for self and others and measures progress through feedback.