



Role Title	Business Analyst
Reports to	Finance Manager
Key Working Relationships	<ul style="list-style-type: none">• CE, CFO, Finance Manager, Financial Accountant, Accounts Assistant, Accounts Receivable/Payable Clerk, Finance Interns, Property Management & Development teams• External auditors, IT support and consultants, joint venture partners, and external consultants.
Purpose	
<p>The Business Analyst role has a strong commercial element being a commercial business partner working alongside the Finance Manager, CE, CFO and property management and development teams to provide financial reporting and analysis on projects and developments. The role also includes management of the Group budget process and production of regular forecasts alongside the Finance Team.</p> <p>The role requires a high level of financial analysis skill, a rigorous attention to detail and a willingness to challenge and question assumptions.</p>	
Ngāti Whātua Ōrākei Whai Rawa Limited Values	
<p>The purpose of Ngāti Whātua Ōrākei Whai Rawa Limited (WRL) is to manage and administer assets received from the Ngāti Whātua Ōrākei Trust ("the Trust"), on a prudent, commercial and profitable basis for the commercial, cultural and social development of Ngāti Whātua Ōrākei. Over time, the size and value of the portfolio will grow.</p> <p>WRL will provide for the long term sustainable financial well-being of the Trust, and in doing so follow the following overarching principles (Ngā Mātāpono):</p> <ul style="list-style-type: none">(a) Tino Rangatiratanga (self-determination): WRL will support the hapū to be financially strong;(b) Rangatiratanga (leadership): WRL will demonstrate strong leadership, good governance, transparent decision making and cohesiveness to represent and serve in a manner that exemplifies unity and mutual respect;(c) Manaakitanga (care & host responsibility): WRL will provide for active involvements in various host relationships within the wider community;(d) Kaitiakitanga (guardianship): WRL will safeguard and enhance the interests of land, people and resources for future generations;(e) Kotahitanga (unity): WRL will take leadership decisions aimed at fostering unity by making the collective interests its prime responsibility;(f) Whanaungatanga (kinship): WRL will involve the Trust in decision-making processes, and keep them informed of activities;(g) Mana Taurite (equity): WRL will ensure that all hapū members have equal access to opportunities as they arise; and	



(h) **Ahi kaa:** WRL will ensure the retention of land wherever possible.

Areas of Accountability

Whai Rawa takes health and safety very seriously. It is everybody's responsibility to ensure that you and other team members are aware of, and follow, company health and safety policies and procedures.

Key financial and commercial business partner for the development, property management and project teams.

Work closely with development managers to ensure a full understanding of the financials and the progress of the developments.

First point of contact for development/project/property managers to provide financial analysis for their projects and feasibility studies.

Meet regularly with development managers to review their forecasts and update reports for board reporting.

Work with Finance Manager to ensure financial perspective is built into development models.

Business case support and provision of financial information for managers.

Support with other managers with preparation of board papers.

Management of the budget process working with the Finance Team and continuous update of forecasting model to provide long term planning for the business.

Working alongside the Finance Team and external consultants as required, write new forecasting models for the business as required.

Manage the relationship with the IT consultants that maintain the forecasting and feasibility systems.

Manage the creation of new forecasting 'sheets' in conjunction with the Finance Team and IT consultants.

Continuous improvement of financial models and alignment with required reporting to the board and input to the group business plan.

Scenario testing alongside the Finance Team for developments, bank covenants and group business plan.

Manage alongside the Finance Team the integration between the General Ledger and forecasting system.

Understand and adhere to Company and statutory requirements on Health & Safety issues.



Take responsibility for own safe working behaviour.

Qualifications, Experience & Capabilities

Tertiary qualification in finance or accounting preferred.

A minimum 8 years' experience working in financial and commercial roles.
Experience within a property company or similar with strong project feasibility and modelling experience.

A good understanding of the building process and residential development. Strong capability with Excel, Word and PowerPoint. Good written and oral communication skills. Experience with accounting and analysis systems.

Personal Attributes

The role requires a high level of financial analysis skill, a rigorous attention to detail and a willingness to challenge and question assumptions.