Venn

Job Description:

# Operations & Finance Manager

*Venn Foundation challenges people to think deeply, live faithfully, and serve wisely, to shape Aotearoa, New Zealand for the glory of God.*

## Position Overview

The Operations and Finance Manager is to oversee effective day-to-day management of the Venn's operations, finances, and office systems. The Operations and Finance Manager will ensure that resources are managed efficiently, programmes and services are enabled to run smoothly, and the organisation complies with all legal and financial obligations. This is a hands-on role, balancing financial management with office operations and day-to-day administration.

## Primary Responsibilities

### Operational Management

- To oversee the day-to-day operations of Venn to ensure effective delivery of programmes and services across multiple properties.
- To manage staff recruitment, induction, and performance support, as directed by the CEO.
- To ensure compliance with New Zealand legislation, contracts, and health & safety requirements.
- To maintain and develop effective policies, procedures, and systems to support organisational operations.

### Financial Management

- To prepare accurate monthly, quarterly, and annual financial reports for the CEO.
- To develop and monitor budgets, forecasts, and cashflow projections in consultation with the CEO.
- To ensure compliance with Charities Services, IRD, and other regulatory requirements.
- To manage payroll, accounts payable/receivable, and bank reconciliations.
- To liaise with external accountants or auditors during the annual audit/review.

### Office Operations & Administration

- To oversee office systems, equipment, and technology to ensure smooth day-to-day functioning.
- To ensure accurate record-keeping and data management, including compliance with privacy requirements.
- To manage supplier and service contracts (e.g. IT, office supplies, insurance, leases).
- To maintain a safe, professional, and welcoming office environment for staff, volunteers, and visitors.
- To support the use of digital tools and platforms for efficiency and collaboration.

### Fundraising Support

- To provide financial information and reporting to support grant applications and funding reports prepared by the CEO.
- To assist in managing relationships with funders, sponsors, and donors, as directed.

### Governance Support

- To support effective governance by preparing agendas, recording minutes, maintaining official records, and ensuring compliance with legal and constitutional requirements.
- To coordinate board administration, including meeting logistics, correspondence, reporting obligations, and trustee onboarding.
- To provide the CEO with timely and accurate financial and operational information for reporting to the Board.
- To implement Board-approved policies and procedures under the CEO's direction.
- To ensure the organisation meets its legal, financial, and contractual obligations.

## Key Skills and Abilities

- Experience in financial and operational management.
- Strong accounting skills (Xero or similar preferred).
- Knowledge of New Zealand accounting standards, IRD requirements, and Charities Services reporting.
- Experience in office administration, systems, and supplier management.
- Strong IT skills, including Microsoft Office and financial/administration systems.

- Strong organisational and communication skills, including problem-solving and the ability to adapt quickly to new systems and practices.

### Personal Attributes

- A sound understanding of the mission and core values of Venn Foundation and a commitment to the values and culture of the organisation.
- Courage, patience, graciousness, and integrity.
- Hands-on, adaptable, and solutions-focused.
- Strong attention to detail while able to manage multiple priorities.
- Collaborative and supportive working style with staff and volunteers.

## Key Relationships

### Internal:

- CEO
- Directors
- Operational staff

### External:

- Board of Trustees
- Donors
- Suppliers and contractors

### Reporting relationship:

- Reports to the CEO