



Job Description

February 2019

Job title	Management Consultant
Reports to	Consulting Manager
Vacancy type	Permanent, full time 8.30am - 5.00pm, Monday to Friday (some work outside office hours and travel can be expected from time to time)
Role purpose	To help Māori succeed by providing high quality business advice and assistance that integrates kaupapa Māori and Pākehā business knowledge, principles and practices.
Place of work	GHA Centre, 1108 Fenton Street, Rotorua and GHA Office, Tauranga
Salary range	Negotiable commensurate with experience and qualifications
Requirements	New Zealand residency; New Zealand drivers licence

Background

GHA is a mid-sized Māori chartered accountancy and management consulting firm operating out of Rotorua and servicing clients within the Central North Island rohe and beyond. GHA assists a range of organisations by providing a personalised service based on excellent working relationships. Our clients mainly include Māori trusts, incorporations, treaty settlement entities, small and medium enterprises and non-government organisations. Understanding the needs of our clients and adding value is essential, as their success is our priority.

In addition to accounting, secretarial and share register services, we undertake business consulting. As a member of the consulting team you will have the opportunity to deliver a diverse range of services. For instance, our consultants work with clients to develop strategies, investigate opportunities, review organisational performance, develop management systems, craft policy proposals, evaluate programmes and deliver business advice. As a management consultant you will have a good understanding of the Māori economy, strong analytical, written and relationship management skills, and an ability to work across a number of business sectors.

Our values

Our value statements epitomise who we are and what we stand for. These are qualities and attributes that we that we look for in team members. We expect our team to promote and uphold these values in their work.

Value Statement	What does this mean?	This value is expressed by:
Te ringa Manaaki	We show respect, generosity and care towards our clients, colleagues and community.	<ul style="list-style-type: none"> • Sharing knowledge • Seeking opportunities to share • Providing a warm, friendly and welcoming environment • Creating a great place to work
Kia riro pūkenga	We acquire and pass on skills, expertise and knowledge to empower Māori organisations.	<ul style="list-style-type: none"> • Sharing what we know • Making business concepts easy to understand • Developing our staff so they have the best knowledge and skills available
He whānau kotahi	We believe whānaungatanga is important – in our whare,	<ul style="list-style-type: none"> • Treating our clients and visitors like family • Providing a welcoming environment for clients and their whānau

	colleagues, clients and visitors are treated as whānau.	<ul style="list-style-type: none"> • Supporting each other in everything we do • Maintaining a balance between work and whānau
Kia pono te kōrero	We are honest and keep our promises.	<ul style="list-style-type: none"> • Delivering on our promises • Being honest, open and transparent • Putting things right when we make mistakes
Kia tika te mahi	We act with integrity.	<ul style="list-style-type: none"> • Delivering on our promises • Being honest, open and transparent • Putting things right when we make mistakes
He ngākau māhaki	We remain humble, act with humility and respect other's opinions.	<ul style="list-style-type: none"> • Acknowledging the role other's play in our success • Respecting the views of clients, colleagues and community
He kaitiaki tātau	We exercise diligence, understanding and care in managing other's assets, aspirations and our environment.	<ul style="list-style-type: none"> • Taking the time to get to know our client's - their assets, whenua and aspirations • Upholding client's reputation • Maintaining our accreditation as chartered accountants • Taking our role seriously as advisors, managers and administrators • Promoting environmentally friendly practises in our business

Responsibilities

The position has responsibility for the following key areas of our firm's business:

1. Forming trusted work relationships with our clients, team members and other stakeholders
 - a. Engaging with clients to understand their needs and in ways that uphold the values of the firm
 - b. Being responsive to client and team member requests for advice and assistance
 - c. Actively maintaining relationships through ethical, professional, and appropriate communications
 - d. Maintaining a high degree of care and professionalism in your appearance, conduct and dress
 - e. Use of te reo Māori in communications with clients, team members and other stakeholders
2. Providing high quality analysis, advice, information and written documents to meet clients' needs:
 - a. Meeting with clients to understand their business needs, organisational problems and opportunities
 - b. Developing quotations and proposals for services that respond to our clients' needs
 - c. Completing research and analysis of information that identifies key issues and solutions
 - d. Using financial modelling and other quantitative methods to analyse business problems and solutions
 - e. Conducting one-to-one interviews and facilitating group hui with clients and other stakeholders
 - f. Peer reviewing the written and analytical work of other team members to maintain quality standards
3. Contributing to the design and delivery of core management consulting services GHA offers, including:
 - a. Delivering enterprise development services to build Māori entrepreneurial capabilities
 - b. Delivering organisational development services to build Māori managerial capabilities
 - c. Delivering research and evaluation services, programmes and advice in support of Māori development
 - d. Delivering public policy services, papers, proposals and advice on Māori economic development
 - e. Working with associates of GHA to ensure clients have access to high quality technical services
4. Contributing to the growth and development of the firm, including:
 - a. Identifying continuous improvements and innovations in GHA processes, systems and practices
 - b. Identifying opportunities for new and existing business, products and services
 - c. Sharing your knowledge and experience with clients, team members and other stakeholders
5. Developing your knowledge and competency in te ao Māori and te ao whānui, including:
 - a. Maintaining knowledge of the Māori and New Zealand economies
 - b. Participating in and contributing to the firm's use of te reo Māori, tikanga Māori and mātauranga Māori
 - c. Maintaining membership of relevant professional associations, business networks and industry fora

Essential skills

- High-level communications, facilitation and relationship management skills
- High-level problem solving, analytical, business research and report writing skills
- Financial modelling skills and other quantitative methods, including advanced spreadsheeting
- Interviewing skills for business research, including one-to-one and group interviews
- Confidence and capability to present complex information to individuals and groups
- Initiative and team work skills, including project management

Desirable knowledge

- Knowledge of Māori enterprises and the Māori economy
- Knowledge of entrepreneurial and business development processes
- Knowledge in one or more of agribusiness, property, tourism, finance, health, education and social services
- Knowledge of governance and management of commercial and non-commercial organisations
- Knowledge and ability in te reo and tikanga Māori

Qualifications

An accounting, business, economics or similar degree is preferred. Post-graduate qualifications are desirable.