



## HE PĀNUI WHAKAWHITI WHAKAARO | EXPRESSION OF INTEREST

### Financial Services

Rā Tukunga | Date Issued: 12 April 2026 Rā Katinga | Closing Date: Open until filled

#### 1. Te Kaupapa | Purpose

Te Punanga Ora invites Expressions of Interest from qualified individuals or organisations to deliver financial services, financial management, financial reporting and compliance support aligned to the scope and deliverables described below.

#### 2. He Kōrero Whakamārama | Background

Te Punanga Ora is the legislated Iwi Māori Partnership Board (IMPB) for Taranaki, established under the Pae Ora (Healthy Futures) Act 2022. Our vision is to uplift hauora for all Māori through whānau-led decision-making, mātauranga Māori, and enduring relationships.

#### 3. Te Ākau o ngā Ratonga | Scope

Expressions of Interest should demonstrate capability to deliver the following core service areas as:

- Financial services: Bank transaction processing and weekly reconciliation; accounts payable batching and payment processing; accounts receivable invoicing on instruction.
- Financial Management: Loading Board-endorsed budgets into Xero; cashflow oversight and monitoring; support to Audit & Risk Committee (ARC) to implement financial controls
- Financial Reporting: Preparation of monthly Board reports (income statements by funding stream, budget variance with narrative balance sheet, cashflow), quarterly journal entry reporting to ARC and annual Performance Report in accordance with PBE SFR-A (NFP).
- Compliance and Record Keeping: Audit support, GST filing via Xero, and maintenance of secure, compliant financial records.

#### 3. Ngā Whāinga | Objectives

- Weekly bank reconciliations and coded transactions in Xero.
- Monthly accounts payable processing and payments by the 20<sup>th</sup> of each month.
- Timely invoicing for contract milestones as instructed.
- Budget loading into Xero and ongoing cashflow monitoring.
- Monthly Board financial reports with commentary and variance analysis.
- Draft annual financial statement and accounts for audits.
- Audit and IRD support, including GST returns and record-keeping within Xero.
- Demonstrable data system security practices (two-factor authentication; secure document storage).
- Monthly Balance Sheet Reconciliations

#### 4. Āhuatanga o te Kaituku Pai | Preferred Provider Profile

Experience in not-for-profit financial management, Xero accounting platform expertise, and capability to provide governance-level reporting and compliance support is essential. Preference will be given to those who can demonstrate tikanga-aware practice and experience working with Kaupapa Māori organisations.



## 5. Ngā Tūtohu Tukunga | Submission Requirements

Tukuna ki | Submit to: [tari@tepunangaora.org.nz](mailto:tari@tepunangaora.org.nz)

Rārangī Kaupapa | Subject line: **EOI Submission – Financial Services**

Include:

- Organisational profile or CV.
- Evidence of relevant experience.
- Proposed methodology and engagement approach including how you will deliver to core service areas and key deliverables, including Xero and security measures.
- Timeline and fee indication.
- Names and qualifications of key personnel.
- References – 2 from recent clients.

## 6. Ngā Paearu Arotake | Evaluation Criteria

- Relevant experience and technical capability: Xero, NFP reporting, audit support)
- Quality of proposed approach and fit with deliverables
- Cultural competency and ability to work within tikanga and kaupapa Māori contexts
- Value for money and clarity of pricing assumptions
- Availability and proposed resourcing

For further information on Te Punanga Ora, please go to [www.tepunangaora.co.nz](http://www.tepunangaora.co.nz) or send your pātai to [tari@tepunangaora.co.nz](mailto:tari@tepunangaora.co.nz)