

Job Description



**Te Tāhuhu o
te Mātauranga**
Ministry of Education

Finance Officer, National Programmes

Business Group	School Property
Location	Flexible
Delegations	Nil
Direct reports	N/A
Reports to	Programme Manager
Salary band	A4

What we do

He mea tārai e mātou te mātauranga kia rangatira ai, kia mana taurite ai ōna huanga
We shape an education system that delivers excellent and equitable outcomes

We fulfil our purpose by:

- delivering services and support nationally, regionally and locally to and through the education sector and in some cases directly to learners and families.
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for learners and their families, from early learning through tertiary.

School Property

The School Property Group manages one of the largest property portfolios in Aotearoa, comprised of over 2,100 primary and secondary state schools and over 8,000 hectares of land with a carrying value of \$33.5 billion.

This responsibility includes school engagement, asset management, capital works delivery, investment planning and portfolio management.

We have a responsibility to invest in property solutions that demonstrate value for money while still delivering the right outcome for our schools and kura. Demand for new or improved school property across the country is high, and the way we meet these needs is to do so more efficiently.

Role Purpose

The Finance Officer, based in the National Programmes team is responsible for providing financial support and stewardship across set programmes. They will produce well evidenced financial information, closely liaising with the Finance team, be the point of contact for external stakeholders on any financial query or issue and support the Programme Manager by providing accurate financial information to allow effective decision-making and the best value for money outcomes.

Role Accountabilities

As a Specialist, you will:

- Share specialist knowledge across the organisation and with stakeholders, working with others to inform operational level decision making.
- Contribute to an effective team with a positive approach to the work environment that encourages and supports high performance, collaboration and problem solving.
- Lead the resolution of issues, identifying risks and solutions to protect and enhance the integrity and reputation of the Ministry.
- Lead or contribute to the development and implementation of innovative and fit-for purpose solutions and frameworks for current and future challenges.
- Develop and use data and insights to make evidence-based decisions and recommendations on operational issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.

As a Finance Officer, National Programmes this role is accountable for:

- Managing and overseeing project and programme financials, including budgets, forecasts, commitments, and contract payments, ensuring accuracy, compliance, and alignment with delivery timelines and contractual milestones.
- Investigating, tracking, and providing solutions to queries and financial issues arising during the programme.
- Delivering high-quality, accurate and timely financial data, reporting and documentation to the programme team and stakeholders (liaising closely with the Finance team), preparing dashboards, forecasts, and variance analyses that support effective programme oversight and informed management decision-making.
- Maintaining audit-ready financial records and providing assurance over invoices and claims, ensuring adherence to contract conditions, procurement policies, and organisational financial requirements.
- Undertaking detailed financial analysis to identify and resolve variances, reinforce internal controls, and drive continuous improvement in financial processes.
- Working collaboratively with the Finance team to ensure financial information is accurate, transparent, and timely for internal teams, suppliers, and stakeholders, in line with procurement and contract governance frameworks.

- Managing the financial aspects of contract variations and pricing schedules, partnering with Procurement to support pricing evaluations, value-for-money outcomes, and compliant commercial documentation.
- Serving as the primary liaison for supplier financial matters, resolving queries efficiently while ensuring decisions are clearly documented and aligned with contractual and governance requirements.
- Building financial capability within the programme team by supporting the use of financial systems and interpretation of financial data and proactively identifying and escalating emerging financial risks.
- Applying standard methods, tools, and technologies to plan and deliver end-to-end financial work, maintaining quality through effective documentation, reviews, and consistent application of standards.
- Contributing to a culture of fiscal responsibility, reinforcing disciplined financial practices, process consistency, and high standards of integrity across all financial activities.
- Promoting positive financial behaviours of external partners and suppliers through training and advice and when appropriate teaming with the Finance team.
- Carrying joint responsibility (with the Programme Manager) for programme governance in terms of project delegations and approvals. Ensures these are met, process is followed and documentation completed.

Knowledge, Skills and Professional Experience

- Strong experience maintaining accurate financial records, including ledgers, accruals, commitments, and reconciliations.
- Proven ability to prepare financial forecasts, variance analysis, and drawdown documentation aligned with governance cycles.
- Demonstrated capability in invoice and order processing, ensuring alignment with Ministry policy and contract terms.
- Skilled in financial transactions, compliance, and maintaining records across multiple systems.
- Understands contractual structures and commercial relationships.
- Strong analytical ability to investigate discrepancies, reconcile data, and propose corrective actions.
- Proficiency in preparing financial reports, dashboards, and other financial monitoring documentation.
- Experience working with suppliers and internal stakeholders to resolve financial queries and ensure timely reporting.
- Excellent interpersonal and communication skills with the ability to build and leverage strong relationships to achieve favourable outcomes.
- Ability to manage priorities in a fast-paced ambiguous environment and take initiative to seek help when needed.

Equal Opportunity Statement

The Ministry of Education is an equal opportunity employer committed to fostering a diverse, inclusive, and respectful workplace. We believe that diversity of backgrounds, experiences, and perspectives strengthens our organization and drives innovation. All employment decisions are based on business needs, job requirements, and individual qualifications, and we strive to ensure a fair and equitable recruitment and employment process.

Working in the Public Service

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Te Tiriti o Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work. You can find out more about what this means; [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

Leadership Success Profile - Public Service Commission

Leadership matters. Strong leadership at every level in the Public Service will transform the experiences of New Zealanders. The Leadership Success Profile establishes “what good looks like” for leadership at all levels. Information about how the Leadership Success Profile applies to this role is available on the Ministry’s intranet.

In addition, the Ministry expects all leaders to role model behaviours in alignment with the Ministry of Education Leadership Expectations.

Approvals

Date Reviewed and Approved	30 July 2026
Approved By	HR Advisory