

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Group Finance and Commercial Lead

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	M5

Mahi i roto i te Ratonga Tūmatanui | Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

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 Treaty of 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.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki | You can find out more about what this means at [Role and purpose - Te Kawa Mataaho Public Service Commission](#).

To Mātou Aronga | What we do for Aotearoa New Zealand

At Te Tāhuhu o te Mātauranga | Ministry of Education, delivering our purpose makes a real difference to all ākonga of Aotearoa:

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 ākonga and whānau
- shaping the policies, settings and performance of the education system so that it is well placed to deliver equitable outcomes for ākonga and their whānau, from early learning through tertiary.

Tēnei Tūranga | About the role

The Group Finance and Commercial Lead is a strategic role which supports Business Groups to make prudent decisions relating to finance and commercial management.

You will partner with Hautū and their leadership teams to provide accurate, high quality, multi-year strategic financial and commercial management advice which has a positive influence on strategic and operational decision-making processes.

You will build and lead a high-performing team of finance professionals to provide accurate, timely and expert financial information, analysis and advice required to partner with of Hautū and their leadership teams.

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The role will provide quality assurance and connect financial, commercial and property advice.

Ngā Haepapa | Accountabilities

As a Strategic Advisor within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Share expert knowledge across the organisation and the system, working with others to inform system-level decision making.
- Lead the resolution of complex 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 strategic issues.
- Build capability in others through coaching, quality assurance, and proactively sharing knowledge and expertise.
- Strengthen the Māori-Crown relationship by role modelling authentic practise to build capability as a good kawanatanga partner.
- Bring together and lead multi-disciplinary teams as needed to deliver solutions, developing and implementing workplans and creating a positive and inclusive team environment.
- Build networks and collaborate with stakeholders to identify priorities and interdependencies and deliver outcomes for Te Mahau.

As the Group Finance and Commercial Lead you will:

- Drive the development and implementation of the business group's financial and commercial strategy while ensuring alignment with the overall Ministry strategic plan and stated outcomes.
- Provide financial leadership and advice to Hautū and their leadership team, supporting them to fulfil their leadership obligations and deliver their financial management responsibilities.
- Ensure the finances are accurate (actuals/forecasts/budgets) including how these flow into appropriations and relevant memo accounts. Understand how costs are allocated internally within the group and also how corporate costs are allocated to their branch.
- Review and analyse all monthly reporting provided to business groups to provide strategic insight and advice to the respective Business Group leadership team. This will include analysis of core financial and non-financial information, key performance ratios and developing strategic scenario modelling to influence the financial decision-making process.
- Provide both strategic and technical advice to business customers in the definition and review of their financial and commercial performance measures, annual plan, and budget.
- Lead, develop and implement an integrated workplan that is aligned to the Ministry's priorities and work programmes.
- Collaborate across the Ministry to lead and manage plans and workflows, incorporating technical expertise as needed to deliver improved services and outcomes.
- Assess the commercial viability of investment decisions, articulate financial risks and opportunities, and support post-investment appraisal of business initiatives.

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- Recognise, assess, and proactively monitor and manage foreseeable risks and issues and ensure that leaders are aware of these.
- Develop innovative, practical, effective, and durable financial options that help achieve desired business outcomes.
- Build workforce capability and diversity by supporting others to grow, embrace change and seek out diverse perspectives.
- Create and maintain a safe, positive and inclusive workplace where people collaborate and are supported to perform at their best.
- Build on the strengths of your people, and develop an effective and high performing team
- Identify skill gaps in your team and develop training and/or mentoring programmes to lift financial capability
- Drive change and continuous improvement in the Business Group to improve financial and commercial capability.

You will make decisions in accordance with the Ministry's policies and delegations framework.

Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- Tertiary qualification in Finance, Commerce or Business and hold qualified Chartered Accountant status within CAANZ or a similar accountancy body.

Wheako | Experience

To be successful in this role you will have the following experience:

- Strong strategic financial management experience within a large, complex, and diverse organisation.
- Experience at a leadership level, including people leadership, ideally in a complex organisation
- Experience leading and contributing to strategic initiatives, work programmes or projects that have organisational impact.
- Experience building and leading inclusive and diverse teams and creating a safe, open and responsive culture.
- Proven people leadership, with the ability to coach, guide and develop team members to deliver consistent, high-quality and customer-focused outcomes.
- Experience in driving organisational change aligned to a shared vision and strategic priorities that delivers intended outcomes.
- Experience in building relationships and partnerships to achieve shared outcomes.

Ngā Āheinga | Capabilities

To be successful in this role you will have the following capabilities and competencies:

- Strong analytical, strategic, and planning skills, as well as being commercially savvy.
- Excellent written and verbal communication and presentation skills and ability to articulate complex messages clearly, simply, and concisely.
- Ability to establish and maintain positive and successful working relationships.

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- Strong team player and ability to collaborate and contribute at senior leadership team level.
- High standards of professionalism and a drive to continuously improve.
- A proven track record of, bringing people together and leading, coaching and mentoring others to achieve outcomes.
- Experience in developing and managing a team of specialists.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- A proven track record of building and maintaining trusted relationships with (as appropriate):
 - colleagues
 - stakeholders
 - Māori and iwi
 - Ministers
- Sound political awareness and ability to navigate government processes and navigate ambiguity in a complex environment.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.

Tātai Pou | Our Cultural Competency

Tātai Pou is the Ministry's Māori Crown Relations capability framework. Tātai Pou is designed to support our people and organisation to give effect to the articles of te Tiriti o Waitangi in our work. The work-based capabilities have four focus areas and describe four levels of competency (high, confident, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.

Pou Hono Valuing Māori	Developing
Pou Mana Knowledge of Māori content	Developing
Pou Kipa Achieving equitable education outcomes for Māori	Developing
Pou Aroā Critical consciousness of racial equity for Māori	Developing

Leadership Success Profile - Te Kawa Mataaho | 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.

Ngā Whakaaetanga | Approvals

Date Reviewed and Approved	19 August 2026
Approved By	Hautū, Te Pou Rangatōpū Deputy Secretary - Corporate



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