



## Ngā Kōrero e pā ana ki te Tūranga Job Description

### Finance Manager – School Property Financial Accounting

Business Group	School Property
Location	Wellington
Salary band	M4

### 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 ū 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 Finance Manager – School Property Financial Accounting, plays a critical leadership role in the financial stewardship of the schools property portfolio. This includes oversight of the financial management, accounting treatment, valuation, and reporting of property assets.

This role is responsible for:

- Annual revaluations of the property portfolio, ensuring alignment with asset condition data and portfolio performance
- Maintenance and integrity of the fixed asset register, including asset lifecycle movements and disposals
- Month-end and year-end processes, reconciliations, and property related financial reporting
- Processing and oversight of high value capital and operating transactions associated with the school



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property portfolio

This role ensures that financial accounting practices not only meet statutory and audit requirements, but also enable informed capital investment decision making, portfolio optimisation, and long-term infrastructure sustainability.

## Ngā Haepapa | Accountabilities

**As a Team Manager within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:**

- Give effect to the Ministry's purpose and operating model.
- Collaborate across the Ministry to lead and manage plans and workflows, incorporating technical expertise as needed to deliver improved services and 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.
- Collaborate with others to identify priorities and interdependencies and deliver outcomes.

**As the Finance Manager – School Property Financial Accounting you will:**

- Lead, develop and motivate a high-performing financial accounting team supporting the School Property portfolio.
- Coach and mentor staff to build capability in capital accounting, asset lifecycle management and public sector financial practice.
- Ensure staff have appropriate systems, tools, policies and processes to deliver accurate and timely financial outputs.
- Manage workflow allocation and ensure quality, consistency and timeliness of all team deliverables.
- Drive continuous improvement in financial management, asset accounting and customer service practices.
- Support integrated financial stewardship across capital investment, asset management and regional delivery teams.
- Ensure effective capture and sharing of financial and asset knowledge across School Property teams.
- Lead financial accounting, processing and reporting for the School Property portfolio.
- Ensure all property-related expense and balance sheet accounts are accurate, reconciled and compliant with public sector requirements.
- Maintain and continuously improve financial policies and procedures aligned to Public Finance Act and audit standards.
- Identify, assess and mitigate financial and portfolio risks across the asset lifecycle.
- Provide strategic technical accounting advice on new property initiatives and emerging financial trends.
- Provide expert advice on accounting and taxation treatment in accordance with NZ PBE IPSAS and GST guidance.
- Oversee the integrity and accuracy of the School Property fixed asset register across land, buildings and associated assets.
- Ensure additions, disposals, held-for-sale assets and treaty settlement transactions are accurately accounted for in K2 and Fusion.



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- Lead the annual property revaluation process in accordance with valuation and financial reporting standards.
- Ensure legislative compliance and accuracy of fixed asset and capital programme reporting.
- Lead engagement with external auditors and valuers and resolve audit findings.
- Ensure financial and asset management systems provide assurance over capital programme delivery and portfolio performance.
- Lead financial input into system enhancements and implementations, including stakeholder engagement and change management.
- Identify and implement improvements to systems, processes and analytics to strengthen portfolio visibility and financial control.
- Provide input into complex financial, investment and operational issues impacting the School Property portfolio.
- Contribute to cross-functional initiatives and transformation programmes as required.
- Support team capability development, training and professional growth initiatives.

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

## Wheako | Experience

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

- Chartered Accountant (CA ANZ) or equivalent qualification recognised in New Zealand.
- Significant senior financial management experience within a large, complex public sector or infrastructure-focused organisation.
- Experience leading and developing a professional financial accounting or asset management team.
- Demonstrated experience in managing financial accounting for large capital-intensive asset portfolios.
- Experience working within public sector financial management frameworks, including appropriation management and statutory reporting requirements.
- Experience working alongside operational and delivery teams (e.g. property, infrastructure, capital programme or asset management teams).
- Experience overseeing fixed asset management, and asset revaluation programmes.
- Experience leading audit engagement processes and managing audit risk.
- Experience implementing or enhancing financial and asset management systems.
- Relevant tertiary qualification in finance, accounting, commerce or related discipline.

## Ngā Āheinga | Capabilities

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

- Proven leadership capability, including building high-performing teams and coaching others to deliver results in complex environments.
- Strong technical accounting expertise, including NZ PBE IPSAS, public sector reporting standards and asset accounting.
- Strong practical and theoretical understanding of Investment and Asset Management disciplines, including familiarity with Treasury investment management frameworks.



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- Ability to apply a commercial, value-for-money lens to financial advice within a public sector context.
- Advanced analytical capability, with the ability to interpret complex financial and asset data to identify trends, risks and opportunities.
- Ability to provide trusted, strategic financial advice to senior leaders and governance forums.
- Strong business acumen and ability to operate effectively within politically and organisationally sensitive environments.
- Strong understanding of financial risk management and internal control environments.
- Excellent interpersonal, communication and stakeholder engagement skills.
- Ability to influence across functions and build effective partnerships with operational and regional teams.
- Curiosity and commitment to continuous improvement and innovation in financial and asset management practices.
- Resilience and adaptability when operating in dynamic and changing environments.
- Strong problem-solving orientation, with a practical and solutions-focused mindset.
- Understanding of current and emerging government policy, education sector trends, and infrastructure investment challenges affecting School Property.

### Tātai Pou | Our Cultural Competency

Tātai Pou is our Māori Cultural competency framework. It has been aligned and is complementary to the Māori Crown Relations Capability Framework (MCR). 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, consolidation, 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	
Pou Mana   Knowledge of Māori content	
Pou Kipa   Achieving equitable education outcomes for Māori	
Pou Aroā   Critical consciousness of racial equity for Māori	

### 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	February 2026
Approved By	HR Advisory team