



Ngā Kōrero e pā ana ki te Tūranga Job Description

Financial Controller

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	M6

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 Financial Controller leads and manages people, plans and resources to support the delivery of outcomes that are aligned to the Ministry's purpose and agreed strategies.

You will be responsible for the production of accurate historical financial statements for statutory purposes in accordance with GAAP, relevant legislation, and all other relevant rules and regulations. You will also be responsible for developing and operating appropriate compliance frameworks and excellent processes and systems for finance transaction processing, financial reporting, cash and asset management.

This position is jointly accountable, with the Chief Financial Officer and Hautū, for protecting and preserving the assets of the Ministry.



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Ngā Haepapa | Accountabilities

As a Manager 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.
- Lead, develop and implement an integrated work plan 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 financial services and outcomes.
- Lead, manage and contribute to the monitoring and reporting of delivery against work plans and outcomes.
- Identify, mitigate and manage risks to delivery and to the reputation and integrity of the Ministry.
- 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.
- Role model authentic practice to build capability as a good kawanatanga partner.
- Create and support networks that support kaimahi to have a voice.
- Collaborate with others to identify priorities and interdependencies and deliver outcomes for Te Mahau.
- Use data and insights to make evidence-based decisions to respond effectively to the needs of internal and external customers.

As the Financial Controller you will:

- Lead and manage the effective and efficient operation of financial accounting, external reporting, and financial payment and collection functions.
- Lead systems and process improvements ensuring that FMIS systems are optimised and maintained to deliver efficient and compliant financial services. This includes the automation and improvement of payment systems and their associated interfaces and controls.
- Develop and maintain a set of high-quality policies and procedures for the financial management of the organisation.
- Ensure that the Ministry has excellent processes and systems, to achieve segregation of duties and effective controls for compliance management and transaction processing.
- Ensure the Ministry is compliant with legislation, accounting standards and rules and regulations and that all internal and external financial reporting requirements are met.
- Ensure that the integrity of the Ministry's financial systems and information is maintained.
- Ensure payment processes are accurate, timely and efficient, with clear performance metrics and continuous improvement.
- Maintain, review and adapt the Ministry's financial delegations to ensure they remain clear, current, well-controlled, and aligned with legislative, operational and organisational requirements.
- Ensure all receipts are recorded accurately and minimise any overdue debt and debt write-offs in accordance with policy and delegations.
- Ensure all tax returns and compliance are completed accurately and on time.
- Ensure all baseline updates (MBU/OBU), estimates and supplementary estimates are completed



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accurately and on a timely basis, in conjunction with the wider financial team.

- Ensure the interim and final audits and financial statements for the Annual Report are completed for the Ministry, Charter School Agency and Ngarimu Scholarship Fund.
- In conjunction with the Chief Financial Officer, ensure all Ministry staff are aware of the importance and are skilled in the fundamental processes affecting appropriation management.
- Provide information to support managing the Ministry's Balance Sheet, including cash and overall working capital management.
- Manage financial risks and support mitigation strategies. Includes responsibility for managing the Finance BCP plan and readiness.
- Establish the Financial Controller's Group as a centre of expertise and an exemplar of best practice across the public sector.
- Build and maintain a high performing team and contribute to the capability development across the wider Finance group.

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

Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- Tertiary qualification in accounting and hold Qualified Chartered Accountant status with CAANZ or similar professional accounting organisation.

Wheako | Experience

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

- Proven team leadership experience.
- Experience in developing and delivering work plans that align to organisational strategies and work programmes.
- Experience in developing, monitoring, improving and maintaining functional workflows and processes.
- Experience in leading and contributing to embedding organisational change that delivers intended outcomes.
- Experience building and leading inclusive and diverse teams and creating a safe, open and responsive culture.
- Experience in building and maintaining relationships to achieve shared outcomes.
- Experience in leading and managing a finance compliance function in a large and complex organisation.
- Proven ability to effectively influence and provide specialist advice to senior managers.
- Demonstrated ability to innovate using best practice financial reporting, taxation and treasury management.
- An in-depth understanding of public sector financial processes, budget cycles and reporting requirements.



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Ngā Āheinga | Capabilities

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

- Proven ability to coach and constructively challenge others to grow.
- A proven track record of building and maintaining trusted relationships with colleagues and internal and external stakeholders.
- Sound knowledge of government and public sector processes.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Ability to think strategically to identify trends and the organisation's position within the market.
- Knowledgeable in current and possible future policies, practices and trends, technology, and information affecting financial management of the Ministry.

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

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