



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

### Management Accountant

Business Group	Te Pou Rangatōpū   Corporate
Location	Wellington
Salary band	A7

### 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 ū 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 Management Accountant is a specialist role responsible for providing financial advice, information and analysis to help managers in business groups make timely and informed financial decisions, manage financial performance and be accountable for public funds.

The role focuses on delivering effective customer service, financial planning, evaluating financial performance and providing insight, improving financial controls and transactions, developing financial capability of managers in business groups, and assisting the Finance Manager to develop consolidated business group financial information.

The Management Accountant is the first point of contact for financial leadership and expertise for Group and



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Responsibility Centre managers within a larger business group or for a smaller less complex business group of medium complexity and financial risk.

To deliver an effective service and develop solutions to problems, the role will utilise a deep understanding of the business and all its finances (inputs, appropriations, multi-year, historic and forward-looking); knowledge of public sector financial management frameworks, processes, and systems; and financial acumen and professional judgment.

The Management Accountant is the 'customer' face of Finance. The role will liaise with and utilise specialist teams in Finance to ensure the Ministry meets its statutory financial obligations, to deliver value to managers in business groups, and ensure quality and consistent advice and practices.

### **Ngā Haepapa | Accountabilities**

#### **As a Specialist within Te Tāhuhu o te Mātauranga | the Ministry of Education 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 the Management Accountant, you will:**

- Develop and maintain effective working relationships with Group and Responsibility Managers
- Meet with managers to have a conversation about the financials focusing on both the results that have occurred, as well as what the results mean for the future and upcoming events
- Deliver advice and information that is timely, objective, accurate and relevant to how managers best understand and use financial information
- Plan and manage the annual budget and budget update processes to ensure budget parameters and timelines are met
- Work with managers to develop their annual budgets, make best use of their time, ensure data quality and reduced rework, and enable managers to take ownership
- Develop an in-depth understanding of the business, all their finances (inputs, appropriations, multi-year), and financial information needs
- Structure and phase models that enable meaningful budget numbers at all management levels, ensure appropriate models and assumptions are kept and flow through the end to end business processes
- Use knowledge and available information to improve budgets, provide advice to managers and get issues resolved



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- Provide financial advice and analysis for new projects, budget initiatives or existing services
- Proactively assess financial performance results and explain variances in expenditure versus budget
- Plan and manage month-end reporting processes to ensure financial results reflect the business operations and timelines are met
- Develop and deliver financial performance reporting and advice to managers that supports decision-making and actions to be taken
- Provide analysis and insight to help understand, interpret and improve financial performance, and minimise financial risks e.g. trends, comparatives with other years and like business areas, ratios, incorporation of non-financial metrics
- Deliver commentary and insight for consolidated monthly and annual Ministry reporting, and ensuring relevant source documents are available
- Work with managers to develop timely and reliable forecasts
- Ensure managers have the appropriate coding structures in place e.g. responsibility centres
- Review and update output costing model cost allocation drivers
- Improve the accuracy and timeliness of financial transactions for recurring or significant items of spend
- Prepare journals as required, and check and approve journals prepared by the business
- Help train business support staff to improve coding of invoices at source and prepare journals
- Provide advice (and seek expertise where required) on the interpretation and application of the Ministry's financial policies, procedures, internal controls and general accounting principles
- Help educate managers to understand their budgets and financial performance results, and manage their finances effectively
- Identify, implement and support continuous improvement initiatives within the wider finance team
- Encourage manager use of self-service tools and information to get financial information on a timely basis
- Take responsibility for own professional development by proactively identifying opportunities to develop and grow

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
- Studying towards or holding a CAANZ, CIMA or CPA qualification or equivalent demonstrated practical experience

## Wheako | Experience

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

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Minimum 2 years practical management accounting experience supporting budget holders with



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budgeting, forecasting, reporting and financial advice

- Working in medium to large organisations, and with non-financial people using a partnering approach
- Working with confidential and sensitive information
- Understanding or an appreciation for public sector financial management
- Budgeting, forecasting and management reporting
- Financial acumen, numerical reasoning and applications of financial concepts and principles
- Use and apply professional judgment when providing advice and information, completing work, and in situations where data is incomplete or is of variable quality
- Ability to objectively analyse and interpret information including how business and cost drivers impact financial performance results
- Use of information technology effectively including modern ERP systems, reporting tools and Microsoft Excel
- Plan, manage and structure work to ensure priorities are achieved, early engagement with managers, and work is delivered on time and to standard
- Attention to detail but also the ability to understand the bigger picture

## Ngā Āheinga | Capabilities

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

- A track record of bringing people together and leading, coaching and mentoring others to achieve outcomes.
- A proven ability to use data and insights to identify trends, risks and opportunities, to influence and guide organisational and system-level decision making.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Strong customer service focus including understanding the business, and delivering services and results that anticipate and meet customer needs
- Develops effective working relationships and builds credibility with customers at all levels, team members, and colleagues in Finance
- Ability to identify and solve problems, and propose solutions
- Continuous improvement, willingness to adopt new ideas, and constructively challenge existing data, information, systems and processes
- Communicates ideas and information in a way non-financial people can understand, in context of their business operations, and empowers them to take accountability and make decisions
- Deliver results by taking ownership, and being proactive and pragmatic
- Asks questions, listens, learns, educates and informs
- Can sustain energy and be positive when working under pressure, and evolving processes and systems.



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### 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	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	March 2023
Approved By	HR Advisory Team