

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

Finance Support Analyst – Capitalisation

Business Group	Te Pou Rangatapu Corporate
Location	Wellington
Salary band	A4

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 āiane, 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.

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Tēnei Tūranga | About the role

The Finance Support Analyst reports to the Team Leader – Project Accounting and provides financial support services for Capital Works within Te Pou Rangatōpū Corporate. The role supports the accurate financial management and capitalisation of capital works projects in accordance with organisational policies, accounting standards, and internal controls.

The position works closely with the Capital Works team, Project Delivery Managers, and Project Coordinators to obtain project updates, support financial monitoring, and ensure timely and accurate reporting. The role also contributes to continuous improvement of project accounting processes and supports the effective use and development of property and capital works information systems to enable informed planning, monitoring, and decision-making.

Ngā Haepapa | Accountabilities

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

- Ensure appropriate capitalisation processes are followed and contributing to process improvement.
- Liaise with the Capital Works teams to update Asset Update Forms and update the Helios/K2 System with asset changes and capitalisation transactions
- Contact Project Delivery Managers and Project Coordinators to obtain updates
- Process write-offs and project closures
- 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 Financial Support Analyst, Project Finance you will:

- Promoting capitalisation best practise
- Identify process improvements and develop templates and checklists
- Training the project Coordinators and delivery managers on how to complete Asset Update Form.
- Assist with the creation of process documents that describe the steps required to undertake capitalisation tasks
- Providing support and guidance around capitalisation.
- Assist in developing reporting processes and assist in driving the capitalisation processes through the capital works team
- Assist in monitoring and reporting on progress on capitalisation and write off process
- Assist on tracking capitalisation transactions and provide monthly progress reporting

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- Support the Project Accountants and Finance Managers with reconciliations, tidying up of data in the K2 systems and other ad-hoc project work

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:

- Asset Management experience within the public sector.
- Experience in systems management and implementation to support capital programmes and Fixed Assets information.
- Tertiary qualification in related field can be an added advantage
- Experience in building relationships and partnerships to achieve shared outcomes
- Proven public sector or a large corporate accounting experience

Ngā Āheinga | Capabilities

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

- A track record of bringing people together to achieve outcomes.
- Attention to detail
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Ability to prioritise multiple tasks effectively in a fast-paced environment with high volume of activity.
- Is dedicated to understanding the needs of customers and deliver efficient/ effective solutions to meet the expectations and requirements.
- Motivate to learn, develop new skills, and open to improvements.
- Ability to understanding the needs of customers and deliver efficient and effective solutions.
- Is quick to resolve issues, problems, or tasks as they arise.
- A self-starter that can form their own action plans and potential solutions.

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, 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

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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	May 2026
Approved By	HR Advisory team