

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Financial 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 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.

Tēnei Tūranga | About the role

The Financial Accountant is a specialist role responsible for the Ministry's external financial reporting outputs.

The role focuses on the production of the Ministry's external financial reporting outputs, including the financial section of the Annual Report, baseline updates (OBU, MBU), Estimates, Supplementary Estimates, five-year economic and fiscal update forecasts, monthly forecast tracks and other reports required by Treasury. The role also involves preparing responses to finance related OIAs, PQs and Select Committee questions.

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To deliver an effective service and develop solutions to problems, the role will utilise a deep understanding of the machinery of government including knowledge of public sector financial frameworks, processes, and systems, and financial acumen and professional judgment.

The External reporting team act as a conduit between Treasury and other Ministry teams. The Financial Accountant role will liaise with other teams within Finance to ensure the Ministry meets its statutory financial obligations ensuing 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 Financial Accountant, you will:

- Prepare accurate external reporting deliverables, within deadlines, for baseline updates (OBU, MBU), Estimates, Supplementary Estimates, five-year economic and fiscal update forecasts, monthly forecast tracks and other reports required by Treasury
- Prepare accurate and quality submissions for finance related OIAs, PQs and Select Committee questions in accordance with agreed timeframes
- Prepare the financial section of the Annual Report
- Ensures appropriate framework and policies are in place to facilitate preparation of the external reporting deliverables
- Meet internal and external financial reporting requirements for the Ministry
- Provide expert financial analysis, reports and advice as required
- Prepare and/or review financial recommendations to the Cabinet paper as required
- Develop and maintain effective working relationships with Treasury and other groups within the Ministry, acting as a conduit between the Treasury and Ministry teams
- Meet with other Finance teams across the Ministry to coordinate and provide relevant tools, instructions and advice required for meeting the Ministry's external reporting obligations
- Contribute to vote and appropriation management, identifying any risks or opportunities for improvement and ensuring the Public Finance Act requirements are understood across the Ministry
- Liaise with external auditors, ensuring that the audit requirements are understood across the Ministry and that the required audit information is providing on a timely basis

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- Maintain a knowledge of Treasury guidelines, instructions and associated processes and changes
- Track and circulate Cabinet Office circulars and Treasury instructions
- Ensure processes are efficient and effective and reviewed periodically, with opportunities to enhance and improve financial management, information, services, and value for money identified and implemented. Identify, implement and support continuous improvement initiatives within the wider finance team
- 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
- 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 financial levels, ensure appropriate models and assumptions are kept and flow through the end to end business processes
- Work with the Finance Planning and Performance team to provide Treasury with accurate commentary and insight for consolidated monthly and annual Ministry reporting, and ensuring relevant source documents are available
- Work with the Finance Planning and Performance team to support managers to develop timely and reliable forecasts
- 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
- A CAANZ or CPA qualification

Wheako | Experience

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

- An understanding of public sector corporate finance processes and reporting standards, including the Public Finance, State Sector Acts and International Accounting Standards on Public Benefit Entity.
- Knowledge and understanding of New Zealand's machinery of government, including government decision making and operating procedures
- Experience in building relationships and partnerships to achieve shared outcomes.
- Use and apply professional judgment when providing advice and information, completing work, and in situations where data is incomplete or is of variable quality.

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- Good written and oral communication skills
- Knowledge of Crown Financial Information System (CFIS)
- Use of information technology effectively including modern ERP systems, reporting tools and Microsoft Excel
- Plan, manage and structure work to ensure priorities are achieved, ensuring early engagement with Treasury and ministry groups so 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 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 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
- 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.

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



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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	26 June 2023
Approved By	BAF, Principal HR Advisor