

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Financial Accountant

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	A8

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 āianeī, 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 Senior Financial Accountant reports to the Finance Manager and focus on providing Property Delivery with expert support and advice. This role holds responsibility for financial reporting and compliance to ensure financial transactions and obligations for School Property are correctly reported. This role requires interactions with a diverse range of internal and external stakeholders.

The purpose of this role is to provide technical accounting for the school property assets, monthly balance sheet reconciliation and preparation of capital financial reports.

There is also a requirement to develop effective management information systems to support the planning, decision making and monitoring processes. This role requires a strong financial experience and the capability to interpret information to support both the operation of Property Delivery and the external accountabilities of the Ministry for the property and infrastructure function.

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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 Senior Financial Accountant, you will:

- Effectively manage the accounting of School Property fixed assets, including additions, disposals, work-in-progress accounts, reconciliations, external reporting, and depreciation processes to ensure accurate and timely financial reporting.
- Manage and process school property revaluation, including data reconciliation, valuation methodology review, risk communication, and collaboration with internal and external stakeholders to ensure compliance with relevant legislation.
- Provide financial advice and system support to the School Property teams, including guidance on projects and initiatives, and participate in technical meetings with external partners.
- Manage or contribute to projects as directed by the Finance team.
- Support the effective management of Property Delivery's financial resources by assisting the Finance Manager in establishing and maintaining a robust financial risk management framework.
- Contribute to the development and optimisation of financial systems and reports, ensuring processes are periodically reviewed and improved for efficiency, effectiveness and enhanced financial management and value for money.

Wheako | Experience

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

- Fully qualified Chartered Accountant (or equivalent qualifications recognised by CAANZ) with a minimum of three years post qualification experience.
- Bachelor's degree in accounting, Finance, Economics, or a similar business discipline.
- A working understanding and knowledge of fixed assets and capital expenditure accounting within a large capital-intensive organisation
- Knowledge of Public Finance Act, International Accounting Standards.
- Experience in analysing technical issues and making business decisions with financial impact.
- Experience in managing relationships and consultation with an assortment of internal and external stakeholders.
- Experience in systems management and implementation to support capital programmes and Fixed Asset information.

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Ngā Āheinga | Capabilities

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

- Experience in providing advice to senior managers and budget holders, ideally within the public sector.
- Expertise in Financial Planning for Projects and Programmes, including the analysis and management of very large, detailed Excel spreadsheets. Knowledge of the Power BI tool is also useful.
- Proven ability to use data and insights to identify trends, risks, and opportunities, influencing and guiding strategic organizational and system-level decision-making.

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	August 2025
Approved By	HR Advisory team