



Ngā Kōrero e pā ana ki te Tūranga Job Description

Financial Analyst

Business Group	Te Pou Rangatopu 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 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 Analyst reports to the Team Leader, Project Accounting and contributes to the delivery of the Finance function within Te Pou Rangatōpū Corporate.

This is a key role that contributes to the project financial reporting and compliance function ensuring financial transactions and obligations are correctly reported. This role requires interactions with a diverse range of internal and external stakeholders.



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There is also a requirement to be involved in the development of effective property management information systems to support the planning, decision making and monitoring processes.

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 Analyst, Project Finance you will:

- Ensure the Work In progress (WIP) balance is reconciled between the school property asset management system (K2) and the Financial System (Oracle Fusion) including clearing reconciling items and resolving issues in a timely manner.
- Complete a monthly detailed analysis and report to monitor WIP transactions, investigate, follow up and support the wider business to capitalise assets on a timely manner
- Communicate with the Finance team and the wider business to address issues in WIP/Capitalisation and provide training when required
- Download the Rapid Approval extract and approve the Rapid Capitalisation transactions in the K2 system.
- Process capitalisation transactions in K2 with relevant work papers.
- Preparation of the regular and ad-hoc Capitalisation reports.
- Processing project write-offs and associated journals.
- Prepare/approve the Construction Insurance budget allocation and Service Review upload.
- Act as a key contact with the School Property Delivery team and wider business for capitalisation related issues and provide guidelines and training when they are required.
- Ensure projects, project commitments, additional authorities and journals have been set up in K2 as required.
- Identify opportunities to improve the efficiency and effectiveness of the Property Information Management System and work with the Helios system team to implement the changes.



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- Work with Finance team members, system specialists and wider business to analyse system related issues, testing and implement the changes.
- Provide ongoing technical and process improvement advice to Finance team members and the wider
- Support budget holder's knowledge and application of financial internal controls within the system.
- Review the documentation of system/process notes when required.
- Monitor the Finance mailbox and forwarding the requests to the relevant team members and complete any investigations that may be required.
- Complete other monthly reconciliations and journals as required.
- Assist with queries/requests as raised through audit process.
- Manage or contribute to ad-hoc queries, projects or other duties as directed by the Finance Managers.

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:

- A New Zealand degree in Accounting/Finance/commerce or proven financial experience in related field
- Knowledge of project, assets, and capital expenditure accounting in capital-intensive/ large asset owning organisations.
- Experience in systems management and implementation to support capital programmes and Fixed Assets information.
- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Understanding of government decision making processes and procedures.
- Knowledge and understanding of New Zealand's machinery of government.
- Proven public sector or a large corporate accounting experience
- Advanced Excel skills.
- Analysing technical issues and making business decisions with financial impact.

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.



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- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- High level Microsoft Office skills, able to manipulate data in Excel Spreadsheets.
- 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.
- 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

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	December 2025
Approved By	HR Advisory Team