



Ngā Kōrero e pā ana ki te Tūranga

Job Description

Programme Finance Administrator

Business Group	Te Pou Rangatopu Corporate
Location	Christchurch/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 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 Programme Finance Administrators are based within Te Pou Rangatopu Finance - Capital Investment team. The role is responsible for providing day to day operational, financial and administrative support to deliver to a consistently high standard the key financial activities within the Capital Investment team.

This is a crucial 'back office' role that will ensure the 'front office' can focus on the delivery of significant work programmes. This role is a key liaison with the Portfolio Management Office, Regional offices, Delivery specialists, the Business systems team and other K2/Helios users.

Ngā Haepapa | Accountabilities



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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 Programme Finance Administrator you will:

- Manage the Finance Hub Shared Mailboxes, triaging each incoming email to the relevant work folder.
- Ensure the Invoice Tracking Register is kept to up to date and the data entered is accurate, including electronic batching and filing of invoices.
- Process orders, invoices & credit notes in K2 and authorise invoices as a proxy delegator.
- Create journal transactions to transfer project expenditure.
- Review project financial approval documentation to ensure compliance with Ministry requirements, including internal checks to verify the correct contract financial delegations are in place before committing funds to orders in K2.
- Reconcile retention data against payment claims, update the retention master database, and investigate and correct any discrepancies. Additionally, ensure that retention statements sent to contractors are accurate, up to date and issued in a timely manner, ensuring compliance with the requirements set out in the Construction Contracts Act.
- Complete financial reconciliations of the Business Case, Change Request & Funding Submission budget approvals.
- Create project events to load the project budgets, undertake peer reviews and arrange for budget approval with the Delegated Financial Approval holder.
- Respond to queries received from the Capital Works team and external suppliers.
- Reconcile supplier statements.
- Set up new suppliers in Fusion/K2.
- Review and follow up of outstanding invoices with the Capital Works team.
- Match, reconcile and process supplier direct credit refunds.
- Close off orders and create final invoices to assist with capitalisation.
- Prepare the month end invoice accruals.
- Assist with the development of business processes, support guides and informational documents.
- Develop and maintain effective working relationships with other Capital Works team members and, where appropriate, with other stakeholders in and outside the Ministry of Education.



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- Undertake project work to ensure the data in systems and reporting is accurate and complete.
- Develop and maintain excellent working relationships with other groups within the Ministry, other Ministries and government departments and the Ministers' offices.
- Contribute as a key member of the Capital Investment team.
- Take care of yourself and each other when it comes to health, safety and security.
- Follow our health or safety policies and security policies and procedures.
- Actively participate in our health, safety and security training and briefing sessions.
- Promote a safe physical environment and work practices for all of our people and learners.
- Work collaboratively with all service providers, school boards of trustees and project managers to meet and manage health and safety obligations.

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:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Proven work experience in financial administration within the public sector.
- Proven experience working with high volume & tight deadlines.
- Show initiative and drive, can be counted on to exceed goals successfully
- Ability to multi task with strong attention to detail
- Is quick to resolve issues, problems or tasks as they arise.

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.
- Adept in managing work priorities
- Knowledge in education especially in matters relating to Māori development and the partnership values that flow from the Treaty of Waitangi.
- Ability to relate well to all kinds of people, build appropriate rapport and effective relationships.
- Desirable, technical expertise in the use of the K2/Helios System.



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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, 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	May 2024
Approved By	HR Advisory Team