

Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Project Accountant, Capital

Business Group	Te Pou Rangatapu   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 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 Project Accountant, Capital provides specialist financial services to the Property Delivery Programmes. With hundreds of capital projects underway across the country, this role provides critical oversight and financial insight, ensuring accuracy, consistency, and value for money across the capital investment portfolio.

The role works closely with Programme Managers, Regional Infrastructure Managers, and the wider Capital Finance team to support financial planning, reporting, forecasting, and analysis of property capital investments. This is a key role in supporting the efficient delivery of education infrastructure that improves outcomes for ākonga.

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

### 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 Project Accountant, Capital you will:

- Support the development, implementation and maintenance of business planning and budgeting systems that meets the current and future needs of the Property Delivery programme.
- Assist in the preparation of annual budgets, re-forecasts, and periodic reconciliation of budgets to external funding sources and baseline updates.
- Undertake monthly forecast reviews with the delivery teams to ensure accurate forecasts of capital expenditure.
- Input to preparation and development of variance reports, dashboards etc. for manager review and approval.
- Support the Finance Manager - Capital and Principal Advisor, Investment Management in ensuring that capital reporting meets the needs of stakeholders including identifying and advising on measures to improve data quality and relevance.
- Support the Group's Finance team's month-end processes, including processing of accruals, capitalisations and capital reporting, etc.
- Ensure systems and processes are efficient and effective, with opportunities to enhance and improve financial management, information, services etc. are identified and implemented.
- Undertake or contribute to ad-hoc projects, as directed by the Group's Finance Managers.
- Assist with supporting project delivery teams, including review of project approvals, cost report preparations, monthly project reviews assessment of project timelines and expenditure forecasts, as directed by the Finance Manager – Capital.
- Answer K2 queries e.g. budget, funding sources etc.
- Prepare Internal cost reconciliations and top up memos for approval when requested by Project Delivery teams.
- Assist to review Approval Point packs and funding submissions, as well as providing advice to the Finance Hub on loading these along with any approved business cases and change requests.
- Ensure the Capital finance procedure is applied consistently across the regions and Property Delivery

## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

programmes.

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.
- Effective communication and relationship management skills
- Minimum two years' experience in a project accounting or financial analyst role
- Experience of working with multiple data sources and systems to compile and generate management reports.
- Experience in an asset-intensive or capital project environment, ideally in the construction sector.
- Experience in a Finance team of an asset-intensive organisation

## 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.
- Demonstrated self-motivation and proactive approach to work.
- The ability to assess the scope, duration, and complexity of tasks and projects, set clear objectives and goals, proactively identify and address challenges, monitor performance, and evaluate outcomes.
- Dedicated to meeting the expectations and requirements of internal and external customers.
- Customer focused with a commitment to delivering high-quality service with effective 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, consolidation, developing and essential) that enable us to deliver our partnership approach so that Māori enjoy and achieve educational success as Māori.



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

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 2025
Approved By	HR Advisory Team