



Ngā Kōrero e pā ana ki te Tūranga

## Job Description

### Finance Manager, Capital Investment

Business Group	Te Pou Rangatōpū   Corporate
Location	Wellington
Salary band	M4

### 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 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 Finance Manager, Capital Investment leads and manages people, plans and resources to support the delivery of outcomes that are aligned to the Ministry's purpose and agreed strategies.

The Finance Manager leads the strategic finance project accounting team, focusing on providing Property Delivery with expert support and advice. This leadership role ensures alignment with the Ministry of Education's Strategy while driving performance and continuous improvement.

You will:

- Develop, implement, and maintain effective business planning and budgeting systems to support Programme planning, risk management, decision-making, and monitoring processes, reflecting a high level

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of strategic oversight.

- Providing strategic and operational support and advice to the local property delivery leadership team to enable them to make effective strategic decisions when prioritising their programmes and projects, and maximising the value for money and outcomes.
- Ensure capital reporting meets stakeholder needs, providing expert advice and key metrics to empower stakeholders to make informed decisions.
- Build and enhance the overall capability and effectiveness of the team to ensure quality and consistency of advice and practices in relation to the team's work.

## Ngā Haepapa | Accountabilities

**As a Team Manager within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:**

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Lead, develop and implement an integrated workplan that is aligned to the Ministry's priorities and work programmes.
- Collaborate across the Ministry to lead and manage plans and workflows, incorporating technical expertise as needed to deliver improved services and outcomes.
- Lead, manage and contribute to the monitoring and reporting of delivery against workplans and outcomes.
- Plan and manage budgets to support sound financial management and expected return on investment.
- Identify, mitigate, and manage risks to delivery and to the reputation and integrity of the Ministry.
- Build workforce capability and diversity by supporting others to grow, embrace change and seek out diverse perspectives.
- Create and maintain a safe, positive, and inclusive workplace where people collaborate and are supported to perform at their best.
- Role model authentic practice to build capability as a good kawanatanga partner.
- Create and support networks that support kaimahi to have a voice.
- Collaborate with others to identify priorities and interdependencies and deliver outcomes for Te Mahau.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.

**As the Finance Manager, Capital Investment you will:**

- Work collaboratively with Finance and business group management teams to understand and improve Capital Investment deliverables and outcomes.
- Lead the development of budgets and forecasts and monitor the financial performance of projects and programmes against budgets, forecasts, and performance metrics to provide insights and recommendations to the local Property Delivery team.
- Lead the analysis of financial information for their stakeholders and turn into strategic, practical advice and insights to enable informed decisions.
- Provide training and education to local Property Delivery Team to ensure that users can adopt the Ministry's financial policies, processes, systems, and technologies accurately, effectively, and efficiently.
- Provide input to Official Information Act requests (OIA's), parliamentary questions (PQ's), select committee questions (SCQ's) and other Parliamentary requests, as required.

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- Lead the development and implementation of financial management capability across the Property Delivery Team.
- Identify and implement process improvement to enhance efficiency and effectiveness within the Capital Investment team and the Property Delivery Team.
- Enhance the overall capability of the team through coaching and mentoring team members to achieve long term development plans.
- Establish and develop productive relationships with the Property Delivery Teams and the Finance team to ensure finance can add value in a timely manner with the ability to effectively influence through engagement and communication.
- 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, Economics, or a similar business discipline.
- Fully qualified Chartered Accountant (desired)

## Wheako | Experience

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

- Proven team leadership experience in a similar role, preferably in a large organisation.
- Experience in developing and delivering workplans that align to organisational strategies and work programmes.
- Experience in developing, monitoring, improving, and maintaining functional workflows and processes.
- Experience in leading and contributing to embedding organisational change that delivers intended outcomes.
- Experience building and leading inclusive and diverse teams and creating a safe, open, and responsive culture.
- Experience in providing advice to senior managers and budget holders, ideally within the public sector.
- Experience in building relationships to achieve shared outcomes.
- Proficiency in working with multiple data sources and systems to compile and generate management reports.
- Experience in an asset/capital intensive organisation, ideally in the construction industry.

## Ngā Āheinga | Capabilities

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

- Proven ability to coach and constructively challenge others to grow.
- A proven track record of building and maintaining trusted relationships with colleagues and internal and external stakeholders.
- Sound knowledge of government and public sector processes, including knowledge of Treasury Frameworks.
- Excellent interpersonal and communication skills.

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- A commitment to ongoing personal and professional development.
- Demonstrated ability to innovate using best practice financial analysis.
- Expertise in Financial Planning for Projects and Programmes.
- Proven ability to use data and insights to identify trends, risks, and opportunities, influencing and guiding strategic organisational and system-level decision-making.
- Strong practical and theoretical understanding of Investment and Asset Management disciplines.

## 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	Confident
Pou Mana   Knowledge of Māori content	Confident
Pou Kipa   Achieving equitable education outcomes for Māori	Confident
Pou Aroā   Critical consciousness of racial equity for Māori	Confident

## 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