

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Regional 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 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 Regional Accountant is the first point of contact for financial leadership and expertise for Directors of Education, Regional Leadership team and Integrated services. They also provide national oversight of the financials for specific programmes where delivery and budgets are split regionally. The Regional Accountant is the 'customer' face of Finance for the regions. The role liaises with and utilises specialist teams in Finance to ensure the Ministry meets its statutory financial obligations, to deliver value to managers in business groups and ensure quality and consistent advice and practices.

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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 Regional Accountant you will:

- Meet with managers and lead conversations about financial results and forecasts, focusing on providing valuable insights.
- Deliver advice and information that is timely, objective, accurate and relevant to how managers best understand and use financial information.
- Plan and manage the annual budget and budget update processes to ensure budget parameters and timelines are met.
- Work with managers to develop their annual budgets, make best use of their time, ensure data quality and reduced rework, and enable managers to take ownership.
- Develop an in-depth understanding of the business, all their finances (inputs, appropriations, multi-year), and financial information needs.
- Understand the link between inputs-outputs-appropriations and advise managers on how to align resources and funding within the constraints of the public sector financial system.
- Provide analysis and financial modelling that reflects key costs drivers to support the development of robust and sustainable budgets.
- Proactively assess financial performance results and explain variances in expenditure versus budget.
- Plan and manage month-end reporting processes to ensure financial results reflect the business operations and timelines are met.
- Develop and deliver financial performance reporting and advice to managers that supports decision-making and actions to be taken.
- Provide insightful financial management performance and forecasting advice to drive improved business performance.
- Deliver commentary and insight for consolidated monthly and annual Ministry reporting and ensuring relevant source documents are available.
- Provide the lead on training and advice to help educate managers to understand their budgets and financial management results and manage their finances effectively.

You will make decisions in accordance with the Ministry's policies and delegations framework.

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Wheako | Experience

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

- Tertiary qualification in Finance, commerce, or business.
- Minimum 5 years practical management accounting experience supporting budget holders with budgeting, forecasting, reporting and financial advice with 2 years at a senior level.
- Experience in a complex organisation.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience undertaking financial modelling and in-depth or complex financial analysis.
- Hold a professional qualification in Accounting/Finance or working towards it.

Ngā Āheinga | Capabilities

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

- Ability to bring people together including 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.
- Thorough practical understanding and application of management accounting principles and techniques.
- Working knowledge with Oracle or similar scale ERP systems, along with strong Excel skills.
- Strong financial acumen, numerical reasoning and applications of financial concepts and principles.
- Ability to objectively analyse and interpret information including how business cost drivers impact financial performance results.
- Ability to plan, manage and structure work to ensure priorities are achieved, early engagement with managers and work is delivered on time and to standard.
- Ability to work independently but stay connected with the Finance Manager and other Regional Accountants supporting Te Tai Whenua (Central) and Te Tai Runga (South).

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
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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	July 2023
Approved By	HR Advisory Team