



## Ngā Kōrero e pā ana ki te Tūranga Job Description

### Senior Management 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 Senior Management Accountant supports the Group Managers, Managers and their teams through meeting financial and statutory reporting requirements and undertaking specific activity to help to improve the processes administered by these teams and the wider Ministry.

The Senior Management Accountant is a specialist role responsible for providing financial advice, information and analysis to help managers in business groups make timely and informed financial decisions, manage financial performance and be accountable for public funds.

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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 Senior Management Accountant you will:

- Partner with business managers to develop and maintain effective working relationships
- Develop and maintain trusted advisor status with business managers in order to appropriately influence managers in decision making processes around investment and expenditure
- Meet with managers and lead conversations about financials focusing on both the results that have occurred, as well as what the results mean for the future and upcoming events
- Deliver advice and information that is timely, objective, accurate and relevant to how managers best understand and use financial information
- Lead, plan and manage the annual budget and baseline update processes within your business group to ensure budget parameters and timelines are met
- 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 ad hoc financial analysis to the business to enable individual initiatives (i.e. business cases and budget bids) and key decisions to be supported from a financial advice perspective
- Provide analysis and financial modelling that reflects key cost drivers in order to support the development of robust and sustainable budgets
- Provide insightful financial management performance and forecasting advice to drive improved business performance
- Proactively assess financial performance results
- Support the development of systems, including enhancing the use of Oracle Fusion and Budget systems.
- Ensure processes are efficient and effective and reviewed periodically, with opportunities to enhance and improve financial management, information, services and value for money identified and implemented.
- Help and drive change and improvements in processes and using technology.
- Provide the lead on training and advice to help educate managers to understand their budgets and financial management results, and manage their finances effectively
- Identify, implement and support continuous improvement initiatives within the wider finance team

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- Working with the Finance Manager to identify talent and mentor the wider team as and when required
- Represent the team and/or substitute for the Finance Manager as and when required
- Take responsibility for own professional development by proactively identify opportunities to develop and grow
- Share knowledge and experience with other Finance team members to foster development of expertise across the team

### Management Reporting

- Monthly variance reporting by expense, activity, cost centre, group, including working with managers to obtain insightful commentary to support decision making.
- Provide insightful financial management performance and forecasting advice to drive improved business performance
- Divisional reporting – develop and prepare financial and non- financial reports on a timely basis, as required.
- Proactively assess financial performance results

### Board Reporting

- Support the Finance Manager in the preparation of monthly Board reports
- Support the preparation of other external reports, including to Treasury, Cabinet, OIA and Minister
- Internal Reporting

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

## Ngā Tohu Mātauranga Waiwai | Essential Qualifications

- Bachelor's degree in accounting or finance
- A CAANZ, CIMA or CPA qualification, or working towards it

## 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.
- Practical understanding and application of management accounting principles and techniques
- Proven communication and relationship management skills.
- Minimum 5 years' experience working with business managers developing budgets, forecasts, performance reporting and input into business cases.
- Experience undertaking financial modelling and in-depth or complex financial analysis
- Experience working in medium to large organisations, and with non-financial budget managers using a partnering approach
- Experience co-ordinating the preparation of operating and capital budgets
- Experience undertaking in-depth financial analysis, forecasting and development of management reporting

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## 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.
- Practical understanding and application of management accounting principles and techniques
- Proven communication and relationship management skills.
- A good understanding of public sector financial management, a good knowledge and understanding of New Zealand's machinery of Government, State Sector Act 1988 and the Public Finance Act 1989
- Ability to work under pressure with conflicting deadlines
- Working knowledge with Oracle or similar scale ERP systems
- Strong financial acumen, numerical reasoning and applications of financial concepts and principles
- Strong written and verbal communication skills
- Ability to communicate technical information to a variety of audiences, including non-financial people
- Strong Excel skills
- Ability to objectively analyse and interpret information including how business and cost drivers impact financial performance results
- Develops effective working relationships and builds credibility with customers at all levels, team members, and colleagues in Finance
- Deliver results by taking ownership, and being proactive and pragmatic
- Takes a continuous improvement approach, willing to adopt new ideas and constructively challenge existing data, information, systems and processes

## 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
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



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### 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 2023
Approved By	CNM HR Advisor