

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Senior Project Accountant

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	A9

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 whitake 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 Project Accountant will assist in the development, implementation and maintenance of effective and innovative business planning and budgeting systems and strategies to support Programme planning, risk management, decision making and monitoring processes. As a strategic partner to the Property Delivery team the Senior Project Accountant will provide analytical financial and asset information for decision support to help them carry out their responsibilities.

The Senior Project Accountant has a key role in ensuring that capital reporting meets the needs of both these stakeholders, including identifying and advising on measures to improve data quality and utility. Furthermore, they may oversee the activities of additional team members who will be responsible for budgeting, maintenance of the K2 system, property financial calculators and providing quality analysis and advice to the programme.

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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 Project Accountant, you will:

- Develop, implement and maintain business planning and budgeting systems that meet the current and future needs of the Capital Works and Asset Management programme.
- Support the Finance Manager – Capital by providing robust and timely information on programme and project performance to support portfolio capital reporting and analysis.
- Ensure the systems provide effective reports on the delivery of the Capital Works and Asset Management programme and the management of risks.
- Manage internal and external benchmarking practices.
- Develop the quality of strategic information available within the group, creating coherent financial stories for decision-makers to achieve value-for-money within the context of best practice, constrained funding and ensuring priorities are well understood.
- Provide senior financial input into non-BAU projects and initiatives.
- Take responsibility to ensure K2 processes are being followed and there is integrity of data.
- Assist in the preparation of annual budgets, re-forecasts, periodic reconciliation of budgets to external funding sources and baseline updates.
- Undertake an accurate forecast of operating and capital expenditure considering external influences and variances.
- Ensure the monthly and biannual forecasting of programme expenditure incorporates an assessment of funding Ministry requirements.
- Provision of analytical monthly financial and asset information to all managers including monthly Board commentary and KPI's.
- Financial input to key reports to Treasury and Minister.
- Provide timely information /reports required by the Property Group staff and other groups of the Ministry to support school resourcing.
- 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.

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- Assist in managing the workload of the regional Project Accounting Team
- Assist with supporting Property 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.
- Prepare Internal cost reconciliations and top up memos for approval when requested by Project Delivery teams.
- Review Approval Point packs and funding submissions and provide advice to the Finance Hub on loading these along with any approved business cases and change requests.
- Ensure the Ministry's capitalisation policy is applied consistently across the Capital Works programmes.
- Ensure the Capital work finance procedure is applied consistently across the regions and Capital Works 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:

- Fully qualified Chartered Accountant with significant and relevant experience in a Finance team of an asset-intensive organisation (preferably a crown agency).
- A minimum of two years' experience in a project accounting role
- Experience working with multiple data sources and systems to compile and generate management.
- Bachelors' degree in Accounting, Finance, Economics or a similar business discipline.
- 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:

- 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.
- A self-starter that can form their own action plans and potential solutions.
- Ability to accurately scope out length and difficulty of tasks and projects / sets clear objectives and goals / anticipates and adjusts for problems and roadblocks / measures performance / evaluates results.
- Dedication to meeting the expectations and requirements of internal and external customers.
- Focus on understanding the needs of customers and on delivering efficient, effective solutions to them that offer value.

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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, 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

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	March 2025
Approved By	HR Advisory Team