



## Ngā Kōrero e pā ana ki te Tūranga

# Job Description

## Financial Analyst

Business Group	Te Pou Rangatōpū   Corporate
Location	Wellington
Salary band	A7

## 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 āianeī, 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 Financial Analyst reports to the Finance Manager and contributes to the delivery of the School Property Finance function with Te Pou Rangatōpū and in conjunction with Corporate Finance. This role contributes to the financial reporting and compliance function to ensure financial transactions and obligations are correctly reported. It requires interactions with a diverse range of internal and external stakeholders. There is also a requirement to develop effective management information systems to support the planning, decision making and monitoring processes.

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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 Financial Analyst you will:

- Work with the Project Finance team to ensure completed projects are capitalised correctly and in a timely manner.
- Ensure all asset additions are properly accounted for in the Property Management System (K2), and Fixed Asset Register and General Ledger in the Financial system (Oracle Fusion).
- Communicate with external stakeholders and wider business to ensure all disposals and demolitions are properly accounted in K2 and Oracle Fusion, assets are retired and archived, and correct amount disbursed to schools.
- Manage the Future Demolition Database to ensure the proposed demolitions have been recorded correctly by the wider business throughout the year.
- Prepare/review monthly journals and reconciliations.
- Review commitment schedules and prepare consolidated commitment reports.
- Contribute to audit process, including preparing associated requests to protect Ministry's financial integrity and the 'walk through' with the auditors when required.
- Run depreciation and 'create accounting' entries in Oracle Fusion.
- Ensure the physical assets are properly recorded and archived in K2.
- Contribute to revaluation process and associated workpapers.
- Calculate and input revaluation data into K2 and Oracle and prepare associated reconciliations/workpapers.
- Work with Finance team members, system specialists, and the wider business to analyse system related issues, test and implement the changes.
- Review and document system/process notes when required.
- Manage or contribute to ad-hoc queries, audit process, projects or other duties as directed by the Finance Managers.

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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:

- A tertiary qualification in Accounting or Finance.
- Be working towards becoming a Chartered Accountant (or equivalent qualification recognised by CA ANZ/CPA).
- Proven Financial Accounting experience.
- Experience in a complex organisation.
- Experience in building relationships and partnerships to achieve shared outcomes.
- Experience of Fixed assets and capital expenditure accounting in capital intensive/large asset owning organisations.
- Advanced Excel skills.

## 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.
- Knowledge of fixed assets and capital expenditure accounting Knowledge of Public Benefit Entity International Public Sector Accounting Standard (PBE IPSAS).
- Knowledge in Asset Management and project lifecycle.
- Ability to analyse technical issues and making business decisions with financial impact.
- Ability to prioritise and multi-task in an environment where workloads can escalate quickly.

## 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.



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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	July 2023
Approved By	HR Advisory Team