



Ngā Kōrero e pā ana ki te Tūranga

Job Description

School Finance Advisor

Business Group	Te Pae Aronui Operations and Integration
Location	Auckland
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 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 School Finance Adviser provides financial strategic and operational advice to schools and kura so that they can achieve high quality financial management that contributes to excellent student achievement and good governance and management.

The School Finance Adviser monitors school and kura financial performance and provide proactive guidance and support to schools and kura through managing relationships that strengthen schools and kura regulatory and legislative compliance.

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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 School Finance Advisor you will:

- Provide quality financial advice, information, and support to schools and kura in a timely manner
- Assist schools and kura to identify emerging financial issues and areas for action in relation to achieving educational outcomes.
- Responsible for the development of financial management framework, resources and tools that will provide improved financial support for schools and kura.
- Provide advice and guidance on legislative compliance and good governance practice.
- Prepare high quality expert advice on risks, issues and opportunities
- Provide leadership to help others track, anticipate and respond to emerging issues that pose potential risk
- Work with key people across the be Te Tāhuhu o Te Mātauranga | The Ministry of Education to develop solutions to address critical issues and influence continuous improvements in the way we work and engage with our customers and partners to ensure great outcomes
- Proactively contributes to the development of an effective working environment within the Ministry regionally and nationally that encourages high performance, engagement, collaboration across teams, knowledge sharing, ongoing learning, creativity and innovation.
- Ensure regional staff, service providers, schools and other stakeholders are proactively informed about services.
- Prepare business cases and/or project plans to assist in decision- making and so that approval for priority initiatives is gained.
- Identify, shape and contribute to programmes of work in response to the relevant key performance areas.
- Contribute to working groups and interagency meetings as required to effectively progress solutions to complex issues



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- Represent the group within the Ministry and with key stakeholders and participate in cross-ministry initiatives
- Ensure the Ministry fulfils its statutory obligations in a manner which enhances confidence in the education system.
- Support team building, open communication and collaborative working relationships
- Show in-depth understanding of the significance of identity, language and culture through all initiatives, products and services produced.
- Enhance working relationships within the group and across the wider Ministry to ensure the group has a reputation for being responsive and making valuable contributions.
- Contribute to change management initiatives and business initiatives to ensure quality outcomes are achieved.
- Champion best practice to bring about continuous improvement across the group.

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:

- Experience in a complex organisation
- Experience in building relationships and partnerships to achieve shared outcomes.
- Relevant Tertiary Qualification or Chartered Accountant or Equivalent Experience.
- Experience in business advisory services
- Experience across the education sector and specific knowledge in providing financial information/guidance for schools
- Experience of working in a Government agency and a sound understanding of the machinery of government, public sector delivery structures and systems
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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.
- Understanding of financial management of complex budgets, contracts and complex funding formulae
- Detailed understanding of business processes and systems of internal control
- Ability to provide technical accounting and financial reporting advice to school boards and school

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management succinctly and in a manner that is understood

- Sound understanding of the Treaty of Waitangi and its implications for the work of the Ministry

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	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	September 2025
Approved By	HR Advisory Team