

Ngā Kōrero e pā ana ki te Tūranga

Job Description

Team Leader, Project Accounting

Business Group	Te Pou Rangatōpū Corporate
Location	Wellington
Salary band	M2

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 Team Leader, Project Accounting leads the operational project accounting team, providing essential financial processing oversight and system stewardship to support the Ministry's capital infrastructure programme. This role plays a key part in maintaining data quality, financial accuracy, and consistency across the Ministry's project systems.

As the Team Leader, Project Accounting you will be responsible for ensuring timely and accurate setup and processing of project budgets, capitalisations, and financial transactions within K2/Helios. You will provide guidance and direction to a team of project accountants, promoting best practices, ensuring compliance with financial policies, and maintaining consistent application of capitalisation standards across the portfolio.

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Ngā Haepapa | Accountabilities

As a Team Manager within Te Tāhuhu o te Mātauranga | the Ministry of Education you will:

- Give effect to the Ministry's purpose and operating model, supporting and enabling Te Mahau.
- Lead, develop and implement an integrated workplan that is aligned to the Ministry's priorities and work programmes.
- Collaborate across the Ministry to lead and manage plans and workflows, incorporating technical expertise as needed to deliver improved services and outcomes.
- Lead, manage and contribute to the monitoring and reporting of delivery against workplans and outcomes.
- Plan and manage budgets to support sound financial management and expected return on investment.
- Identify, mitigate and manage risks to delivery and to the reputation and integrity of the Ministry.
- Build workforce capability and diversity by supporting others to grow, embrace change and seek out diverse perspectives.
- Create and maintain a safe, positive and inclusive workplace where people collaborate and are supported to perform at their best.
- Role model authentic practice to build capability as a good kawanatanga partner.
- Create and support networks that support kaimahi to have a voice.
- Collaborate with others to identify priorities and interdependencies and deliver outcomes for Te Mahau.
- Use data and insights to make evidence-based decisions and to respond effectively to the needs of internal and external customers.

As the Team Leader, Project Accounting you will:

- Oversee the end-to-end processing of project budgets, orders, invoices, and capitalisations in K2/Helios, ensuring accurate and timely data entry to support capital programme delivery.
- Promote and enforce consistent application of capitalisation policies and procedures across the portfolio, supporting audit readiness and compliance with IPSAS standards.
- Coordinate monthly reporting on capitalisation progress and work-in-progress (WIP) reconciliations, ensuring transparency and traceability in financial records.
- Act as the primary contact for resolving project accounting and capitalisation issues, working closely with regional teams and finance stakeholders.
- Ensure appropriate workload allocation within the team and monitor performance to maintain quality and efficiency of service delivery.
- Contribute to financial system enhancements and continuous improvement initiatives in partnership with the wider Finance and Investment team.
- Build and maintain strong working relationships with key internal stakeholders, including regional delivery teams and system administrators.
- Provide input and operational support for internal controls, policy implementation, and compliance requirements as part of financial reporting cycles.
- Promote a safe, healthy, and inclusive work environment and ensure all activities meet the Ministry's health and safety standards.
- Lead, guide, and support a team of project analysts to deliver timely and accurate financial processing

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across capital projects.

- Foster a culture of continuous improvement within the team by promoting best practice in capitalisation and project accounting processes.
- Build capability across the team through day-to-day leadership, coaching, and identification of training opportunities, ensuring consistent application of financial policies.
- Monitor system performance (K2/Helios and Oracle), oversee error resolution, and support improvements to financial data quality and reporting.
- Actively collaborate across regional and national teams to support the effective delivery of capital programmes and ensure financial processes are aligned to Ministry standards.
- Support public service values and uphold the principles of Te Tiriti o Waitangi.

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:

- Proven team leadership experience.
- Experience in developing and delivering workplans that align to organisational strategies and work programmes.
- Experience in developing, monitoring, improving and maintaining functional workflows and processes.
- Experience in leading and contributing to embedding organisational change that delivers intended outcomes.
- Experience building and leading inclusive and diverse teams and creating a safe, open and responsive culture.
- Experience in building relationships to achieve shared outcomes.
- Experience in financial or project accounting roles, preferably within the public sector.
- Experience working with integrated finance systems (e.g., Oracle, K2/Helios) and multiple data sources to support financial reporting and audit compliance.
- Demonstrated experience in resolving complex operational or financial issues.

Ngā Āheinga | Capabilities

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

- Proven ability to coach and constructively challenge others to grow.
- A proven track record of building and maintaining trusted relationships with colleagues and internal and external stakeholders.
- Sound knowledge of government and public sector processes.
- Excellent interpersonal and communication skills.
- A commitment to ongoing personal and professional development.
- Demonstrated ability to deliver results in high-volume, deadline-driven environments.

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- Strong attention to detail and a commitment to accuracy, consistency, and compliance in financial processes.
- Ability to interpret and apply financial policy and accounting standards (e.g., IPSAS) in a practical and operational context.
- Proven ability to analyse financial data, identify risks, and make sound recommendations to support informed decision-making.
- Excellent relationship management skills, with the ability to work collaboratively across regions and with diverse stakeholders.
- Strong working knowledge of capital accounting processes, financial systems, and reconciliations—ideally within an asset-intensive or infrastructure-based organisation.

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	May 2025
Approved By	HR Advisory Team