

## POSITION DESCRIPTION

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<b>Position:</b>	Senior Finance Officer – Permanent Role (0.6 FTE)
<b>Reporting to:</b>	Finance Manager
<b>Direct Reports:</b>	N/A
<b>Effective Date:</b>	June 2022

### **Te Aronga o te Ratonga Tūmatanui/ Public Service Purpose**

Ka mahitahi mātou o te ratonga tūmatanui 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 ōna 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.

### **Our Role, Purpose and Vision**

We are the Government's principal advisor on improving the lives of wāhine women and kōtiro girls in Aotearoa New Zealand. This sees us provide system leadership, working across government and with stakeholders to improve outcomes for wāhine women and kōtiro girls. Our people are crucial to achieving our strategic outcomes set out in the Strategic Intentions 2021-2025.

Our work currently focuses on achieving four strategic outcomes:

- Wāhine Māori have improved outcomes
- All wāhine women and kōtiro girls enjoy economic security and thrive throughout their lives
- All wāhine women and kōtiro girls fully participate in society
- All wāhine women and kōtiro girls are safe from all forms of violence.

This means we will:

- lead work that improves outcomes for all women and girls
- increase our leadership and impact (in both government and wider society)
- deliver excellence and grow our reputation.

## Position Purpose

The primary purpose of the position is to oversee the provision of high quality financial accounting services, payroll processing services and deliver financial management reporting services that support the organisational strategies of Manatū Wāhine Ministry for Women.

## Key Tasks and Responsibilities

The key responsibilities for this position are outlined below. Specific deliverables and associated performance standards and measures will be developed from the Ministry's work programme, discussed with the employee and documented in their performance agreement.

Key responsibility area	Task/Expected Outcome
<b>Oversee the Effective Delivery of Financial and Payroll processing services</b>	<p>Administration of the delivery of best practice financial and pay roll processing services across the Ministry. This includes:</p> <ul style="list-style-type: none"><li>• ensuring the outsourced financial processing of supplier invoices and payroll processing services is conducted efficiently and effectively</li><li>• providing quality checks and review of supplier batch payments on a timely basis</li><li>• maintaining an oversight of all transactions for data integrity and compliance to tax and organisational policy</li><li>• ensuring timely completion of GST returns</li><li>• reviewing monthly journal entries and accruals</li><li>• maintaining the fixed assets register</li><li>• ensuring that credit card authorisations and reconciliation processes are maintained and adhered to</li><li>• providing advice and information regarding financial transaction processes to Ministry staff as required to support adherence with policy, process and best practise</li><li>• maintaining historical records as required and in accordance with agreed standards and processes</li><li>• review and provide quality assurance that the fortnightly payroll run prepared are accurate and is supported by proper</li></ul>

Key responsibility area	Task/Expected Outcome
	<p>documentation with appropriate level of approval</p> <ul style="list-style-type: none"> <li>• ensuring all administrative requirements concerning Datacom are maintained and accurately recorded</li> <li>• working in conjunction with HR Team to respond to payroll queries from staff and managers</li> <li>• ensuring strict confidentiality and security of all staff information at all times.</li> <li>• providing information and reporting to meet audit requirements as well as work with auditors when payroll and other related processes are being audited in conjunction with the Finance Manager and Principal Advisor, HR.</li> <li>• providing back up support services for supplier invoice and pay roll processing services as required</li> <li>• identify opportunities for continuous improvement in the areas of financial and payroll processing, internal controls, reconciliations, month end processes and legislative compliance.</li> </ul>
<p><b>Management of systems, processes, policies and provision of financial management reporting</b></p>	<p>Develops and maintains financial processes and reporting for the Ministry. This includes responsibility for:</p> <ul style="list-style-type: none"> <li>• understanding and maintaining financial system processes and policies</li> <li>• ensuring financial policies and procedures are relevant and meet internal control environment</li> <li>• ensuring all processes are documented and that these are regularly reviewed/updated</li> <li>• completing the month end process including preparing monthly balance sheet reconciliations and ensuring that all clearing entries are actioned</li> <li>• completion of accurate and complete monthly reporting to the Treasury through CFISnet.</li> <li>• the preparation of monthly management reports</li> </ul>

Key responsibility area	Task/Expected Outcome
	<ul style="list-style-type: none"> <li>• processing and documenting all third-party contracts that the Ministry enters into and maintaining auditable records of contractual terms and payments.</li> <li>• the preparation of draft annual financial statements</li> <li>• the provision of financial information to assist management in decision making including investigative analysis and reporting on an ad hoc basis such as OIAs and PQs.</li> <li>• compiling the production and sign-off of appropriation, baseline and Budget related submission to Minister's (including fiscal risks and contingent liabilities, Main/Supplementary Estimates and Baseline Updates).</li> <li>• the preparation of the Ministry's budget and forecasts</li> <li>• ensuring monthly phased budgets are reviewed and uploaded in the financial system on a timely basis</li> <li>• gathering of timely and accurate data for Select Committee reviews and any other information gathering or reporting requirements across government agencies, of a financial nature</li> <li>• Supporting the Finance Manager with the provision of financial management advisory services.</li> </ul>
<b>General</b>	<p>Promotes, the achievement of our desired work environment; specifically an environment that stimulates individual, team and organisational achievements, and encourages our people to think and behave in ways that achieves their goals through co-operative and collaborative efforts.</p> <p>Promotes health and safety of all staff and stakeholders engaged with the Ministry and adheres to the Ministry's health and safety policies and procedures.</p> <p>Establishes and maintains effective and proactive working relationships with all internal and external contacts.</p>

Key responsibility area	Task/Expected Outcome
	Undertakes additional responsibilities and activities as and when requested and mutually agreed with your Manager.

### Key Functional Relationships

- Internal:
- Chief Executive
  - Corporate Services team
  - Finance Manager (reports to)
  - Principal Advisor, HR and Corporate Services
  - All Ministry Staff
- External:
- Other Government agencies; including
  - contractors and suppliers
  - Treasury and Audit NZ

### Person Specification

#### Qualifications & Experience

- CA qualified/studying towards or equivalent tertiary qualification.
- 5 + years of experience in the field/s of finance and payroll administration.
- Familiarity with public sector accountability and Treasury reporting requirements.
- Demonstrated knowledge, understanding and application of governing legislation, inclusive of (but not limited to) State Service Act 1988, Employment Relations Act 2000, Holidays Act 2003 and Wages Protection Act 1983.
- Demonstrated experience with financial accounting systems (Xero) and payroll systems (Datacom) and intermediate to advanced skill in Microsoft Word, Excel, and Outlook.
- Proven ability to work methodically and systematically with a high level of accuracy and attention to detail.
- Ability to manage competing priorities and meet multiple deadlines.
- Demonstrated ability to cultivate, develop and maintain key relationships.
- Proven experience in identifying and implementing improvements to systems and processes.

**Core competencies for the ideal appointee to demonstrate:**

<p><b>Building and sustaining relationships</b></p>	<p>Well-developed interpersonal skills and proven ability to develop and maintain effective working relationships with a wide variety of individuals.</p> <p>An ability to respond to stakeholder needs in a positive, helpful timely manner.</p>
<p><b>Applied intellect</b></p>	<p>The ability to see the ‘big picture’, as well as excellent attention to detail when necessary.</p>
<p><b>Action Orientation</b></p>	<p>Excellent organisation and time management skills.</p> <p>The ability to exercise good judgment, problem solving skills and initiative.</p>
<p><b>Change Agility</b></p>	<p>Learns quickly in new situations and nimbly integrates and applies new information and learnings.</p> <p>Adapts quickly to novel and changing situations.</p>
<p><b>Effective Communication</b></p>	<p>Excellent written and oral communication skills.</p> <p>Accurate and clear conveyance of information and ideas in a way that is meaningful and suits the audience.</p>
<p><b>Self-Leadership</b></p>	<p>Sets and manages multiple priorities and deadlines across a range of projects.</p> <p>Juggles a high workload without becoming distracted, stressed or flustered.</p> <p>Manages own time, documents and other information, and meets expectations on quality and timeframes.</p> <p>Proactively accesses information and other resources.</p>
<p><b>Astute and ethical operating in the public service</b></p>	<p>An understanding of and will embrace principles of equality and diversity in the workplace.</p> <p>The ability to build a high level of integrity and trust with internal and external stakeholders</p>
<p><b>Political Nous</b></p>	<p>Demonstrates sound knowledge of government processes.</p> <p>Demonstrates sound understanding about working in the political context and the public sector environment.</p>

The statements contained within this position description outline the general nature and type of work to be performed in the role; they are not intended to be an exhaustive description of all the accountabilities, duties, skills and capabilities required. From time to time, as required, employees may be required to perform duties outside the scope of their normal accountabilities

Please note this job description may be varied from time to time, in consultation with the employee, to reflect changes to the Ministry.