# Ministry of Social Development logo

# Finance Systems Administrator (Tiered)

# Finance

## Our purpose

**Manaaki tangata, Manaaki whānau**

We help New Zealanders to be safe, strong and independent

## Our commitment to Māori

As a **Te Tiriti o Waitangi** partner we are committed to supporting and enabling Māori, whānau, hapū, Iwi and communities to realise their own potential and aspirations.

## Our strategic direction



## Our Values



## 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.

## The outcomes we want to achieve

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| --- | --- | --- |
| New Zealanders get the support they require | New Zealanders are resilient and live in inclusive and supportive communities | New Zealanders participate positively in society and reach their potential |

## We carry out a broad range of responsibilities and functions including

* Employment, income support and superannuation
* Community partnerships, programmes and campaigns
* Advocacy for seniors, disabled people and youth
* Public Housing assistance and emergency housing
* Resolving claims of abuse and neglect in state care
* Student allowances and loans

## **He whakataukī\***

|  |  |
| --- | --- |
| Unuhia te rito o te harakekeKei hea te kōmako e kō?Whakatairangitia, rere ki uta, rere ki tai;Ui mai ki ahau,He aha te mea nui o te ao?Māku e kī atu,He tangata, he tangata, he tangata\* | If you remove the central shoot of the flaxbushWhere will the bellbird find rest?Will it fly inland, fly out to sea, or fly aimlessly;If you were to ask me,What is the most important thing in the world?I will tell you,It is people, it is people, it is people |

\* We would like to acknowledge Te Rūnanga Nui o Te Aupōuri Trust for their permission to use this whakataukī

## Position detail

### Overview of position

### The Finance Systems Administrator and the Senior Finance Systems Administrator are responsible for checking the data integrity of the financial systems (including applications, models and reporting tools). The roles manage the monitoring and actioning of interfaces and data refreshes within the finance systems. These roles ensure all finance systems are running effectively and available to users and escalate any identified system performance issues.

### These roles are the interface for user’s access to data in TM1 and will continually review user access controls and security configurations. The roles will undertake routine system administration tasks, and assistance and maintenance of the TM1 administration switchboard.

### These roles will support the finance team with General Ledger, and finance systems data enquiries.

### Location

National Office

### Reports to

Manager Finance & Information Systems

## Key responsibilities

**Data Integrity**

Finance Systems Administrator will:

* Ensure all finance system interfaces are operating effectively and appropriately and have been successfully processed
* Reconcile between Oracle ERP and TM1 (and other systems that interface)
* Assist with month-end and year-end and year-end roll-over processes
* Monitor and action system interfaces to and from key systems

Senior Finance Systems Administrator will also (in addition toabove*)****:***

* Carry out routine maintenance and data integrity checks
* Participate in and influence discussions around the application of current and any changes to policy, processes and procedures

**System Structure**

Finance Systems Administrator will:

* Maintain the current TM1 cubes and dimensions
* Maintain cost centre and nominal control
* Maintain all manual reference
* Maintain and manage all mapping tables
* Maintain TM1 security – security groups and clients

**System Maintenance**

Finance Systems Administrator will:

* Support business continuity and disaster recovery plans
* Assist with fault analysis
* Identify and make recommendations to improve system security
* Conduct fault identification and analysis, make recommendations, and undertake any testing
* Monitor and ensure that Finance Systems are available to all users
* Automate administration functions where possible and expand TM1 administration switchboard
* Collaborate with IT to ensure system capacity at acceptable levels and appropriate monitoring controls are in place
* Facilitate QA services etc. for UAT, as required
* Ensure users are given regular progress reports and updates during system downtime
* Ensure processes for system back-ups are in place and regular monitoring
* Support Finance System Upgrades

Senior Finance Systems Administrator will also (in addition to above):

* Routinely liaise with IT to ensure system availability to users within accepted timeframes
* Maintain TM1 enterprise system processes
* Routinely carry out tests to check that security controls within key systems are adequate and appropriate
* Provide effective and efficient co-ordination for the prioritising and monitoring of production defects
* Prepare and submit change requests to fix faults or enhance processes
* Apply fixes in TM1 production when required

**User Development and Support**

* Set up new users and system access TM1, security settings and system controls
* Provide TM1 user support
* Assist the finance team with General Ledger, and finance systems data enquiries
* Assist with migration duties and User Acceptance Testing as required
* Identify/document issues and forward to Developers for review
* Communicate with all users to ensure that are kept up-to-date of finance systems and related issues

**Relationship Management**

* Liaise with MSD IT
* Communicate with external organisations
* Facilitate strong communication channels between the team and key Finance and business contacts

**Team Collaboration**

* Contribute positively to the team environment to allow individual and team goals to be met
* Work collaboratively with the Finance Systems and Information team and the wider Finance group to ensure that systems and processes continue to meet the needs of MSD and connected agencies

**Mentoring**

Senior Finance Systems Administrator will:

• Assist in the development and mentoring of the Finance System Administrators

* Provide peer review and other quality assurance for the work of Finance System Administrators

**Continuous Improvement**

* Provide thought leadership for agreed specialist areas, ensuring a continuous improvement approach.
* Demonstrate an analytical and systematic approach to issue resolution
* Take initiative in identifying and negotiating appropriate personal development opportunities
* Plan, schedule and monitor own work competently within limited deadlines and according to relevant standards and procedures

## Embedding te ao Māori

* Embedding Te Ao Māori (te reo Māori, tikanga, kawa, Te Tiriti o Waitangi) into the way we do things at MSD.
* Building more experience, knowledge, skills and capabilities to confidently engage with whānau, hapū and iwi.

## Health, safety and security

* Understand and implement your Health, Safety and Security (HSS) accountabilities as outlined in the HSS Accountability Framework.
* Ensure you understand, follow and implement all Health, Safety and Security and wellbeing policies and procedures.

## Emergency management and business continuity

* Remain familiar with the relevant provisions of the Emergency Management and Business Continuity Plans that impact your business group/team.
* Participate in periodic training, reviews and tests of the established Business Continuity Plans and operating procedures.

## Know-how

The Finance Systems Administrator will have:

* IT or accounting qualification is desirable
* SQL knowledge and experience (intermediate level)
* Sound knowledge of budgeting and forecasting processes
* Accounting system administration experience is preferred
* Oracle ERP and TM1 knowledge highly advantageous but not compulsory
* Working knowledge and understanding of the Public Finance Act and current accounting standards (NZIFRS)
* Experience working with and/or supporting databases
* Familiarity with data management principles Demonstrated ability to resolve customer queries and provide excellent service

In addition to the above attributes, the Senior Finance Systems Administrator will have:

* Extensive knowledge and demonstrated experience working with complex databases
* Extensive experience working with FMIS financials or similar applications
* Proven experience in finance systems maintenance
* Advanced skill level in knowledge and application of accounting methods, systems processes, understanding the business environment and system reconciliation techniques

## Attributes

* Strong relationship builder
* Attention to detail with high level of accuracy and well-developed numeracy skills
* Strong analytical and reporting writing skills
* Ability to develop a Comprehensive project plan and consult key stakeholders throughout a project implementation
* Exercises sound judgement and political sensitivity
* Flexible, adaptable and pragmatic
* Able to work proactively, think laterally and achieve quality results whilst maintaining focus to the customer
* Business acumen
* Conducts complex analysis, understands and sees the relationships between a range of diverse information, facts and figures and identifies the key issues and way forward
* Highly effective oral and written communication skills
* Self-starter, proactive with a high level of initiative and innovation combined with sound and mature judgement
* Effective interpersonal skills with ability to gain confidence of colleagues and stakeholders
* Well-developed organisational and planning skills
* Focus on managing deadlines

## Key relationships

### Internal

* Manager Finance & Information Systems
* Finance Managers
* GGM Finance and Chief Financial Officer
* Finance Group
* IT
* All users of Finance and other related systems
* Business units including all Financial Analysts

### External

* Application Software Vendors
* Auditors (internal and external)
* IT Consultants

## Other

### Delegations

* Financial – No
* Human Resources – No

### Direct reports – No

### Security clearance – No

### Children’s worker – No

Limited ad hoc travel may be required

**Position Description Updated:** June 2022