

**Manager Financial Accounting and Reporting Finance**

# Our purpose

**Manaaki tangata, Manaaki whānau**

We help New Zealanders to be safe, strong and independent

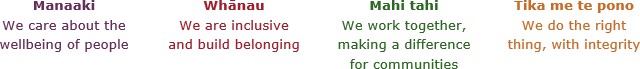
# Our commitment to Māori

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

|  |  |  |
| --- | --- | --- |
| 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 harakeke  Kei 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 flaxbush Where 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 Manager Financial Accounting and Reporting is responsible for the production of timely, high quality, accurate and fit for purpose reporting. Responsibilities also include ensuring compliance with internal processes, government regulations, accounting standards, accountability documents and taxation.

The Manager Financial Accounting and Reporting is also responsible for the overall integrity of the general ledger, the Ministry’s (MSD) published financial statements and is the main contact person for The Treasury, Audit and taxation relationships and processes.

## Location

Wellington

## Reports to

Director Financial Controls, Reporting and Systems

# Key responsibilities

## Leadership and Team Management

* Manage the day-to-day operations of the Financial Accounting and Reporting team.
* Plan and prioritise the Financial Accounting and Reporting team’s workload to ensure that future deadlines, such as end of year commitments are met, making appropriate recommendations and utilising effective problem-solving techniques and approaches.

## Reporting and Controls

* Lead the production of all statutory returns and ensure they are prepared in a timely manner and are error free.
* Ensure Treasury and Audit timelines are met and that all external reporting such as CFIS are subject to quality assurance checks before completion.
* Manage the provision of an Asset Management system to ensure it is meeting statutory reporting requirements such as accuracy of location at fair value and in agreement the general ledger and internal operational decision-making needs.
* Manage reconciliations and other internal controls, including the reconciliation of general ledger accounts, bank accounts including clearing accounts, employee entitlements and present value calculations, ensuring reconciliation items are cleared in a timely manner.
* Ensure all external reporting complies with financial standards, Treasury guidelines and relevant legislation.
* Manage MSD’s taxation and insurance risk and ensure MSD is tax compliant and adequate risk mitigation is in place.
* Develop and document workflow processes to create efficiency in the operation of financial accounting systems and procedures.
* Identify, recommend, document, and implement improvements to MSD’s financial reporting procedures and systems.
* Recommend and draft updated policies and procedures for the for financial accounting and system processes as needed.
* Manage Treasury related operations including the monitoring and provision of robust cashflow forecasts and ensure cash is managed within the agreed guidelines.
* Ensure data interface processes from all sub-system transactions are recorded correctly in the Financial Management System and that reconciliations are performed on a regular basis.

## Stakeholder and Relationship Management

* Liaise with internal and external auditors, manage audit requests, and implement audit recommendations.
* Establish key relationships with managers across MSD and ensure insights and analysis are provided to support business decisions.
* Represent the Finance Group and build sustainable relationships in a credible professional and appropriate manner.

# Embedding te ao Māori

* Embedding and building on Te Ao Māori within their leadership role.
* Create the conditions for Te Ao Māori and Te Tiriti o Waitangi in all decisions to ensure

Te Pae Tata is delivered and embedded in your business group.

# Health, safety and security

* Understand and implement your manager accountabilities as outlined in the HSS Accountability Framework.
* Ensure health, safety, security and wellbeing policies and procedures are understood, followed and implemented by all employees.

# Emergency management and business continuity

* Take responsibility for emergency management and business continuity confirming management of the critical functions that satisfy legislative, regulatory and client obligations are in place during and after a disruptive event.
* Ensure that policies and procedures encompassing emergency management, business continuity and crisis management arrangements are understood, followed and implemented by employees.

# Know-how

* Chartered Accountant and a member of the Chartered Accountants Australia and New Zealand (CAANZ).
* Strong financial and systems management experience within a large, complex, and diverse organisation.
* Considerable experience in a senior management role within the public sector and machinery of government.
* Significant experience in leading teams and strong people management skills.
* Strong experience in driving outcomes and managing diverse stakeholder interests.
* Strong team player and ability to collaborate and contribute at senior leadership level.
* Experience in leading successful change initiatives.
* Working knowledge of Public Sector Financial Management is essential.

# Attributes

* Strong problem and analytical skills – able to identify problems seek alternative solutions, identify risks and benefits, able to analyse data and develop effective solutions.
* Highly effective programme and change management skills – able to plan, schedule and sequence activities and resources and works with a systematic and structured approach to deliver work.
* Strong leadership and people management skills – able to lead other through influence rather than direct management, encourage and coach others and undertake work management in a multi-stream environment.
* Excellent communication skills, both verbal and written, able to communication technical financial and systems information to a layperson.
* Excellent facilitation and interpersonal skills – able to adjust delivery style based on the needs of the audience.
* Effective relationship management skills – able to establish, build and maintain effective working relationships.
* Strong organisation skills, able to multi-task, prioritise and escalate where necessary.
* Exercises judgement and political sensitivity.

# Key relationships

## Internal

* Strategy and Governance group
* Managers across MSD
* All consumers of financial accounting services
* National Accounting Centre (NAC)
* Crown Revenue and Reconciliation team
* Leadership Team

## External

* The Treasury
* Audit NZ
* Public Service Commissioner (PSC)
* Inland Revenue Department
* Other Government agencies

# Other

## Delegations

* Financial – Yes
* Human Resources – Yes, level 5

## Direct reports – Yes Security clearance – No

**Children’s worker – No**

Limited adhoc travel may be required

**Position Description Updated:** June 2024