**Principal Advisor 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\*

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| --- | --- |
| 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 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 Principal Advisor within Strategic Finance maintains a Ministry-wide overview of activities and provides high-level technical and thought leadership, and best practice specialist advice and support across the Ministry and Finance as required.

### Location

National Office, Wellington

### Reports to

Director Strategic Finance

# Key responsibilities

### Leadership

* Provide strategic, professional and thought leadership to ensure the department can understand the fiscal implications of its strategy and build organisational capability in the Ministry’s cost modelling and investment management process’s
* Demonstrate leadership support for all Ministry initiatives and organisational development activities, modelling expected behaviours to managers and staff to create a desired workplace culture
* Identify enhancements to financial practices and business processes, and lead the implementation of improvements, which meets the needs of both internal and external stakeholders
* Promote and enforces the value provided by the People and Capability Group
* Provide leadership and oversight to Senior Strategic Accountants and other finance staff & and assigns additional tasks and/or project work in line with organisational or Finance priorities

### Relationship Management

* Develop and maintain a close and strong working relationship with the Ministry’s Business Integration team, and other Ministry Senior Managers to understand business requirements, priorities and programmes of work across the Ministry
* Establish, build and maintain effective and strong working relationships with key internal and external stakeholders
* Make connections between specific work programmes from the different areas within the team as well as across the Ministry
* Work closely with the other People and Capability teams to develop engagement strategies to promote and enhance the capabilities of staff across the Ministry

### Strategy, and Cost Modelling

* Prepare and provide timely and practical advice to the Leadership Team, and Governance Committees and other Senior Managers as required
* Provides thought leadership for the development of the long term financial outlook for the Ministry
* Provide expert advice and support to the implementation of Ministry processes relevant to finance on the linkages with business strategies
* Support the Finance, Business Integration and Strategy and Performance Teams with the integrated planning process and other investment processes
* Build, develop and implement engagement strategies to promote and enhance the capabilities of managers across the Ministry, ensuring business groups have an up-to- date understanding of their obligations for delivering to strategy, planning and accountability processes and best practice methodology is effectively embedded within the business.

### Project Management

* Leading/project managing specific reviews and projects as required

### Work Programme

* Ensure that the role of finance team is clear in respect of its contribution to the overall work programme of the Ministry
* Complete all duties and responsibilities in accordance with their Performance and Development Agreement and as outlined in the Group Work Programme

### Team Support and Individual Performance

* Manage workflow within the Strategic Finance team
* Guide and coaches finance staff in aspects of the role
* Participate as a full member of the Strategic Finance Team and contributes to the overall functioning of the group
* Take on project management role, or roles in working groups within People and Capability in other parts of the Ministry
* Contribute to development and management of knowledge within the team
* Actively manages and plan own work programme, along with the work programme for the Strategy & Performance team
* Provide input as required to the team and/or business unit plan

# 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

### Technical/Professional Knowledge and Experience

* Tertiary qualification in a relevant discipline or equivalent operational experience
* Experience developing financial models for business cases
* CA or equivalent desirable
* Strong project and people management skills
* Sound knowledge of Machinery of Government and State Sector processes and systems and in particular strong understanding of annual budget cycle processes (including policy and appropriation processes)
* Extensive experience and knowledge of government accountability processes
* Able to understand high level management and strategic issues
* Proven ability to manage key relationships at a senior level both internally and externally
* Experience developing financial models for business cases
* Highly developed analytical skills and an in depth understanding of the finance arena

# Attributes

* Strategic thinker – capable of thinking from different perspectives and modes, future- oriented, able to recommend new and innovative processes or developments
* Sound analytical skills – clarity of thinking, defines problems well, gathers all necessary information and produces thorough, objective and methodologically sound advice
* Highly effective communication skills – able to communicate concisely and clearly in all medium, able to adapt style to meet the needs of the audience, including the ability to present to large groups
* Strong partnership builder, able to establish, build and maintain effective working relationships at all levels of an organisation and with key stakeholders externally to accompany organisational goals
* Exercises sound judgement and political sensitivity (high degree of political nous)
* Strong leadership skills – able to lead, encourage and motivate others, in both a formal and informal context
* Self-starter with initiative – is energetic, determined and highly motivated, committed to excellence
* Results oriented – is motivated, persistent and delivers, takes actions to achieve goals, anticipates and deals with potential issues
* Able to keep on top of developments within the field and implement changes
* Able to work under pressure - organises and schedules own work to meet competing demands/deadlines without compromising quality
* Proven credibility, integrity and professionalism – demonstrates these characteristics at all times
* Demonstrates a pragmatic, adaptable, open-minded, reflective and forward thinking style, is committed to learning and extending self and continuously seeks opportunities for different and innovative approaches to work

# Key relationships

## Internal

* The Ministry’s Leadership Team
* Deputy Chief Executives
* Governance Committees
* General Managers, GM Advisors and Ministry staff

## External

* Ministries Offices
* Central Government agencies
* External Government agency managers and staff

# Other

## Delegations

* Financial – No
* Human Resources No **Direct reports No Security clearance Yes**

## Children’s worker No

Limited adhoc travel may be required

**Position Description Updated:** July 2024