# Ministry of Social Development logo

# Senior Management Accountant

# 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 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 role of the Senior Management Accountant is to work with the Director Business Partnering and Manager Finance and be a trusted advisor to their budget managers and being an active part of their management team, providing support for the financial and non-financial management of the business group. This includes budgeting, monthly reporting, analysis, financial forecasting and planning, and providing integrated management accounting services in a professional, accurate and timely manner.

### Location

National Office

### Reports to

Manager Finance

## Key responsibilities

### Relationship Management

* Develop, build and maintain strong relationships with business unit budget managers and their teams.
* Develop capability of budget managers through ongoing training including accounting systems and processes, (where required) and coaching in financial management and internal controls including delegations and forecast reporting to empower budget managers to meet their financial obligations.
* Identify and undertake tasks that will improve operating efficiencies and ensure business units spend within its business group allocation while being aware of the wider Ministry’s (MSD) financial outcome.

### Financial and Management Support, Analysis and Advice

* Confidently present interpreted accounting data in a way that the budget managers can understand and use appropriately.
* Provide strategic and annual planning support and advice to budget managers to meet their financial obligations, including delegations, budget setting and forecast reporting.
* Provide integrated financial management, planning and accounting support and advice as required.
* Support budget managers in financial management and financial internal controls.
* Advise and assist budget managers in relation to funding in line with business deliverables.
* Provide support to the business group to understand baseline funded and time-limited staff resources.
* Support the month-end and year-end accounting processes, determine and action corrective transactions where necessary to ensure that reported results are accurate and complete.
* Contribute to the development and coaching of the Management Accountants within the team and seek out opportunities to lead initiatives that support the wider Finance team.
* Develop costings for budgets, initiatives, and project management to support the business in achieving their outcomes.
* Provide information to respond to Select Committee, Parliamentary Queries and Official Information requests. Gather documentary evidence for external and internal auditors.

### Quality Review, Reporting and Risk Management

* Present operational reporting of accurate actuals/budgets/forecasts, which explain key variances, trends, and anomalies, analyses key financial drivers, addresses risks and how these flow into appropriations.
* Research, assemble and analyse historical, current, and projected financial data for use in planning, reporting and operational management decision making including new initiatives/proposals to plans and resource levels.
* Review the financial performance of the business group against quantity, quality, and timeline considerations.
* Identify and communicate risks in a timely manner, applying the organisation’s risk management approach when evaluating and advising leadership of potential mitigation strategies and escalate these to the Manager Finance.
* Ensure all financial decisions and transactions are adequately documented and maintain the documentation so it is readily retrievable to satisfy audit requirements and other requests for information.

### Costing Analysis to Assist Internal and External Stakeholders

* Evaluate business units financial and non-financial indicators and how movement will affect the business group’s business performance in volumes, cost, and appropriation impacts.
* Undertake projects that will improve operating efficiency and ensure business units spend within its business group allocation.

## 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

* Relevant tertiary qualification in business, accounting, or equivalent experience. Member of the Chartered Accountants Australia and New Zealand preferred.
* A sound understanding of public sector financial management - good knowledge and understanding of New Zealand's machinery of Government, State Sector Act 1988, and the Public Finance Act 1989 (including appropriation management).
* Substantial relevant management accounting and financial planning experience in a large organisation (preferably public sector) preferred.
* Demonstrated ability to understand and interpret financial information and experienced in the preparation and delivery of integrated reporting of financial and non-financial results.
* Strong understanding of accounting principles and best practice in a large organisation (preferably in the Public Sector).
* Experience in Government financial processes, particularly baseline management.
* Demonstrated experience in costing and reporting methodologies for both operating and capital and all appropriation types.
* Proven ability to network effectively, negotiate well and influence people, broker relationships with stakeholders including senior leaders.
* Proven experience providing sound advice to support managers to make informed decisions and minimise risk.
* Demonstrated experience in data analysis, and modelling with strong attention to detail.
* Advanced skills in Microsoft Excel and experience in working with a large integrated financial management information system.

## Attributes

• Awareness of the role of MSD in our society, willingness to embrace MSD’s values and the desire to contribute towards MSD’s key objectives

* Well-developed interpersonal skills

• Achievement focus

• Focus on meeting deadlines

• Relationship management

• Proven team player

• Attention to detail and accuracy

• Excellent organisational and planning skills

• Information gathering

• Strong analytical skills

• Strong verbal and written communication skills

• Advanced computer skills in Microsoft suite of programmes

## Key relationships

### Internal

* Director Business Partnering
* Manager Finance
* Finance Business Partners
* Management Accountants
* Business Group Budget Holders and Staff
* Finance Business Group

### External

* Audit New Zealand
* Staff in other Government Agencies
* External Stakeholders

## Other

### Delegations

* Financial – No
* Human Resources - No

### Direct reports - No

### Security clearance - No

### Children’s worker - No

Limited adhoc travel may be required

May require after hours work

**Position Description Updated:** June 2024