



Job description

Haere mai

This job description is your go-to place for all the ins and outs of this role at Internal Affairs

Business Partner

Finance, Shared Services

The Business Partner supports their branch through acting as the trusted financial advisor providing dedicated financial and commercial leadership to the branch senior leadership team/s (SLT) and business managers.

The role will be responsible for leading the development of effective financial management across the branch; delivering excellent financial services and assuring the CFO, DCE and Senior Leadership Team (SLT) that financial management processes, procedures and reporting comply with legislative requirements and best practice. Assigned portfolios are subject to change based on business requirements.

- **Reporting to:** CFO
- **Location:** Wellington
- **Salary range:** Corporate L

What we do matters – our purpose

Our purpose is to serve and connect people, communities and government to build a safe, prosperous and respected nation.

In other words, it's all about helping to make New Zealand better for New Zealanders.

How we do things around here – our principles



We make it easy, we make it work

- Customer centred
- Make things even better

We're stronger together

- Work as a team
- Value each other

We take pride in what we do

- Make a positive difference
- Strive for excellence



Working effectively with Māori

Te Aka Taiwhenua – our Māori Strategic Framework – enables us to work effectively with Māori. We accept our privileged role and responsibility of holding and protecting the Treaty of Waitangi / Te Tiriti o Waitangi.

What you will do to contribute	As a result we will see
<p>Strategic Financial Advice</p> <ul style="list-style-type: none"> • Provide strategic financial and commercial advice to the DCE(s) and their leadership team, GCIO, Executive Leadership Team (ELT) and its Governance Committees • Provide robust analysis of proposed investments, providing business case peer review and challenge • Develop Branch financial strategies and financial operating models that meet future funding needs and liaise with Strategy & Governance Branch about deployment • Provide trusted financial advice across the branch in a manner that is consistent with the principles described in the Financial Operating Model to: <ul style="list-style-type: none"> ◦ consult, challenge and guide the organisation towards economic decision making and value generation; ◦ consult, challenge and guide the organisation towards a common understanding of business opportunities and their financial consequences; ◦ foster dialogue and cross-functional understanding of the complete financial picture within the organisation; ◦ champion a collaborative approach to deliver insight and understanding beyond the numbers to deliver better business outcomes for the Department and wider government. 	<ul style="list-style-type: none"> • Acknowledged as trusted advisors by participating as a functional member of the Branch leadership team, championing the finance vision and helping others to understand, and feel how things will be different when the vision is achieved • Positive behaviours role modelled that support and embed the finance vision • Business strategy and plans translated into meaningful operational and capital plans and budgets • Finance Centre of Expertise inspired and motivated to achieve results and deliver services in a manner that is consistent with the target operating model for financial management • The Finance team demonstrates a strong commitment to continuous improvement, a willingness to initiate and implement new ideas, and a drive to get things done • Collaborative working with other Shared Services trusted advisors to provide a cohesive shared service to business managers.

What you will do to contribute	As a result we will see
<p>Delivering excellent financial services</p> <ul style="list-style-type: none"> • Develop effective relationships with the Finance Centre of Expertise • Work with managers to develop a strong understanding of the business, enabling in-depth analysis and constructive development/challenge of assumptions and projections • Work with the finance leadership team, to ensure that financial services form part of a cohesive shared services experience for business managers • Analyse internal and external drivers and help develop models and planning assumptions specific to business groups as appropriate • Keep the DCE and SLT informed of changes required to forecasts due to changes in the branch operating model • Work with the Strategy and Governance Branch, contributing to the development of a robust Four Year Plan • Work closely with Strategy and Governance, and other areas, to ensure effective integrated planning processes and financial input that delivers a branch business plan and financial strategy that meets business needs in the short, medium and long term • Champion value for money for all Branch activity and expenditure ensuring programme and project benefits are realised and attributed appropriately 	<ul style="list-style-type: none"> • Capability gaps identified in Branch financial management and addressed alongside managers and other Shared Services trusted advisors • Increased DIA wide financial management capability and confidence • Strong participation as a key member of the DIA Finance Board • Customer-focused approach used to deliver financial information and advice in accordance with the Finance Operating Model and its principles • Customer-focused feedback, insight and recommendations provided to the business on financial performance, focussing on key drivers • Insightful financial management performance and forecasting advice provided within the DIA governance processes • Adoption of a high performance finance culture encouraged and championed across the Branch through effective communication, timely delivery of insightful advice and the maintenance and extension of appropriate accountability frameworks

What you will do to contribute	As a result we will see
<p>Assuring the Deputy Chief Executive (DCE), Senior Leadership Team (SLT) and Chief Financial Officer by:</p> <ul style="list-style-type: none"> keeping the DCE and SLT informed of material financial risks and issues promptly to ensure no surprises; delivering accurate, meaningful and timely, internal financial management and, where appropriate, external accountability reports; supporting the Deputy Chief Executive in carrying out his/her financial responsibilities through complying with the Department’s accounting policies and internal control procedures; representing the Department at Ministerial meetings, Cabinet Committee meetings and Select Committees as required on financial matters. 	<ul style="list-style-type: none"> Strong relationships built and maintained with external agencies and stakeholders including with entities to which DIA provides financial services, which enhance the integrity and credibility of the Department Strategic relationships developed and maintained across the sector, including The Treasury
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> Work safely and take responsibility for keeping self and colleagues free from harm Report all incidents and hazards promptly Know what to do in the event of an emergency Cooperate in implementing return to work plans 	<ul style="list-style-type: none"> A safe and healthy workplace for all people using our sites as a place of work. Health and safety guidelines are followed

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Branch Deputy Chief Executive	✓	✓	✓	✓		✓
	Chief Financial Officer	✓	✓	✓	✓		✓
	ELT and Governance Committees	✓		✓	✓		✓
	Finance leadership team	✓	✓	✓	✓		✓
	Shared Services branch leadership team	✓	✓	✓	✓		✓
	Finance team	✓	✓	✓	✓		
	Budget Managers	✓	✓	✓	✓		✓
	Wider Finance group	✓	✓	✓	✓		✓
External	Entities to which financial services are provided	✓	✓	✓	✓		✓
	The Treasury	✓	✓	✓	✓	✓	✓
	Audit New Zealand			✓	✓		
	Inland Revenue Department		✓	✓	✓		✓
	Finance and accounting professionals within Public and Private Sectors		✓	✓			

Your delegations	
Human Resources and financial delegations	Z
Direct reports	0

Your success profile for this role	What you will bring specifically
<p>At DIA, we have a Capability Framework to help guide our people towards the behaviours and skills needed to be successful. The core success profile for this role is Specialist.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Problem solving • Critical thinking • Interpersonal savvy • Navigating complexity • Communicating with influence • Technical and specialist learning 	<p>Experience:</p> <ul style="list-style-type: none"> • At least 10 years financial leadership experience at senior levels; • Proven experience in financial management in a medium to large Ministry or Department, and/or relevant private sector experience • In-depth experience of management issues (people, change, resources, systems and processes) • Proven success in leading, motivating and managing a team of engaged financial professionals • Proven track record in delivery of financial management services in a timely and high quality way, with integrity and efficiency <p>Knowledge:</p> <ul style="list-style-type: none"> • Strong knowledge and understanding of the Public Finance Act, government budget processes and public sector-specific accounting standards and disciplines <p>Skills:</p> <ul style="list-style-type: none"> • The ability to gain quickly a good understanding of Internal Affairs policy and operational objectives and provide strategic advice to the Senior Leadership Team • Advanced strategic thinking ability, including demonstrable experience in applying commercial principles when developing business and financial management strategies to achieve effective organisational performance in large and complex organisations • Strong analytical skills • The ability to engage and influence senior staff providing appropriate challenge when necessary • Strong problem solving and ability to make decisions based on accurate and timely analysis

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none"> • Proven success in effecting transformed financial management from design, implementation, delivery through to benefits realisation • Articulate written and verbal communication • Strong interpersonal skills, ability to communicate, manage well at all levels of the organisation and influence across boundaries • Proven ability to build strong relationships and to work collaboratively, with advanced interpersonal and relationship management skills, and well-developed political nous <p>Other requirements:</p> <ul style="list-style-type: none"> • A relevant tertiary qualification in commerce, finance and accounting • Fully qualified finance professional (Chartered Accountant/Certified Chartered Accountant or equivalent membership of a recognised professional body) is essential • Evidence of continuing professional development is essential