



# Job description

Haere mai

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

## Management Accountant

### Finance, Shared Services Branch

The purpose of the Management Accountant role is to deliver value-add financial services, information trusted advice and support to their assigned portfolio.

- **Reporting to:** Manager Business Performance and Decisions Support
- **Location:** Wellington
- **Salary range:** Corporate G Premium

### 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><b>Business Performance Support</b></p> <ul style="list-style-type: none"> <li>• Provide proactive, objective, high quality financial advice, information, analysis and interpretation on business unit financial and business performance issues, opportunities and decision making</li> <li>• Proactively monitor, interpret and report on performance against agreed input budgets and against appropriations</li> <li>• Proactively identify financial risks and opportunities and raising as appropriate to ensure effective decision making and financial management</li> <li>• Contribute to budgeting processes within branches and business units applying financial expertise and knowledge of business drivers in order to support the development of robust and sustainable budgets</li> <li>• Support enterprise, branch and other performance monitoring processes by providing input and analysis of branch / business group performance</li> <li>• Monitor and support performance forecasts, proactively identifying and escalating risks and issues that require remedial action and follow through to close out</li> <li>• Undertake benefit tracking and transfer into future budgets</li> <li>• Support business planning processes and improve the business' awareness of and compliance with DIA financial policies and procedures</li> <li>• Support branch reporting as required including contributing information, analysis and advice on Select Committee and Parliamentary questions, annual report information, FTE count planning and reporting</li> <li>• Identify, implement and support continuous improvement initiatives within the Business Performance Team or wider Finance</li> </ul>	<p>Trusted advice through evidenced based analysis to help drive better business decision making</p> <ul style="list-style-type: none"> <li>• More predictable financial delivery to support better decision making and prioritisation</li> <li>• No surprises approach to financial performance and management across the Department</li> <li>• Robust detailed budgets and performance targets highlighting risks and cost pressures that can be effectively managed</li> <li>• Consistent reporting across all areas of the Department with meaningful insights and providing trusted advice</li> <li>• Joined up consistent financial advice across the finance team supporting the wider business</li> <li>• Increased financial management capability across the business</li> <li>• Continuous improvement across all aspects of performance management and reporting</li> <li>• High quality, accurate and timely performance reporting to SLTs/ELT</li> <li>• Branches are well supported in business planning processes</li> <li>• Risks and opportunities are identified to ensure effective decision making and management</li> <li>• Managers are challenged as appropriate in decisions around budget, forecast and expenditure</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Business Case Development and Project Support</b></p> <ul style="list-style-type: none"> <li>• Actively support business case development</li> <li>• Provide financial modelling and analytics to support business cases</li> <li>• Provide robust and objective analysis, advice and input on project financial performance and challenge project managers as appropriate on decision making around budgets, forecasts and expenditure</li> <li>• Monitor, interpret and report on project performance against agreed input budgets</li> <li>• Monitor and support performance forecasts</li> <li>• Monitor and report on investment (Capital / Operating) expenditure</li> <li>• Undertake benefit realisation reviews</li> </ul>	<ul style="list-style-type: none"> <li>• Better quality of business cases being developed by the business.</li> <li>• Checklists in place and being effectively used by the business</li> <li>• Trusted advice through evidenced based analysis to help drive better business decision making</li> <li>• Consistent reporting across all areas of the Department with meaningful insights and providing trusted advice</li> <li>• Identification of cost &amp; benefit realisation and a clear line of sight for this information so it can be incorporated into future branch budgets</li> <li>• Project managers are challenged as appropriate on decision making around budgets, forecasts and expenditure</li> <li>• Accurate and reliable analytics and advice to support business cases and change requests</li> </ul>
<p><b>Stakeholder and Relationship Management</b></p> <ul style="list-style-type: none"> <li>• Maintain effective working relationships with Finance Business Partners and budget holders</li> <li>• Develop and maintain trusted advisor status with Business Partners and branch management</li> </ul>	<ul style="list-style-type: none"> <li>• Early indicators of any issues supported by recommended mitigation plans and strategies</li> <li>• Trusted Advisor status to appropriately influence managers in decision making processes around investment, expenditure and performance monitoring.</li> <li>• Proactive communication to Business Partners and senior management in branches in relation to financial management policies and processes that impact them and require their attention and input</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Health &amp; Safety (for self)</b></p> <ul style="list-style-type: none"> <li>• Work safely and take responsibility for keeping self and colleagues free from harm</li> <li>• Report all incidents and hazards promptly</li> <li>• Know what to do in the event of an emergency</li> <li>• Cooperate in implementing return to work plans</li> </ul>	<ul style="list-style-type: none"> <li>• A safe and healthy workplace for all people using our sites as a place of work.</li> <li>• Health and safety guidelines are followed</li> </ul>

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	Manager Financial Planning and Performance	✓	✓		✓		✓
	Manager Business Performance and Decisions Support	✓	✓		✓		✓
	Financial Planning and Performance Team	✓	✓	✓	✓		✓
	Finance Business Partners	✓	✓	✓	✓		✓
	Wider Finance team	✓	✓	✓	✓		
	Programme/ Project Managers	✓	✓	✓	✓		
	Budget Holders	✓	✓	✓	✓		
External	External Auditors				✓		✓
	Other external agencies		✓		✓		

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 <a href="#">Specialist</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Problem solving</li> <li>• Critical thinking</li> <li>• Interpersonal savvy</li> <li>• Navigating complexity</li> <li>• Communicating with influence</li> <li>• Technical and specialist learning</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Proven experience in a management accounting role</li> <li>• Experience of computerised accounting systems and extensive use of modelling tools (e.g. Excel)</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated knowledge of Government and Parliamentary processes, conventions, structure and functions and their relationship with the Department</li> <li>• An in-depth understanding of: financial reporting and accountability requirements, financial management and processes in the Public Sector, including a demonstrated</li> </ul>

## Who you will work with to get the job done

understanding of the Public Finance Act and State Sector Act and GAAP

### **Skills:**

- Proven ability to influence in order to support effective financial management and decision making
- The ability to communicate with, and gain the trust and respect of, management all levels within a large organisation
- The ability to operate and perform in a dynamic, high performance and evolving environment
- The ability to work under pressure and with little supervision to meet deadlines, set priorities and meet the requirements of a range of stakeholders

### **Other requirements:**

- A tertiary qualification in accounting, or equivalent
- NZICA Chartered Accountant qualification (or equivalent)
- Evidence of maintaining continuous professional development
- Confidential security clearance
- Criminal conviction check and credit check required