

Job Description

INTERNAL AFFAIRS

Te Tari Taiwhenua

Job Title	Financial Accountant
Branch	Shared Services
Business Group	Finance
Reporting to	Manager, Financial Accounting and Control
Location	Wellington
Range	(Corporate H)

Purpose

The purpose of this position is to provide financial accounting services for the Department, Lottery Grants Board and associated Trusts. This position is responsible for effectively co-ordinating the delivery of statutory financial reporting requirements overseeing and monitoring the financial internal control environment and GL, and effectively undertaking the respective Treasury functions for these entities.

This will involve:

- Undertaking CFISNet reporting of actual results
- Preparation of financial components of Annual Report
- Facilitating the audit process
- Maintaining the Chart of Accounts
- Co-ordinating Month End processes
- Undertaking the Treasury function (including daily cash management)
- Analysis of grants applications

Key Tasks

Financial Management

- Ensure the integrity of financial information contained within the general ledger by working closely with Financial Systems and monitoring financial results against expectations
- Ensure the integrity of the Lottery Grants Board General Ledger to the Grants On Line (GOL) system and ensure any anomalies are investigated and resolved
- Prepare and process month end journal entries; resolve problems associated with incorrect entries, deviations from established procedures and other inconsistencies with generally accepted accounting principles; and maintain month end files/records
- Review the financial reconciliations for Lottery Grants Board and Trusts monthly
- Prepare and submit monthly CFISNet reporting and work closely with Strategic Finance Team on CFISNet budgets and budget update processes to ensure effective alignment.
- Develop and maintain systems and processes to ensure integrity of all relevant data provided to the CFIS
- Ensure that the Department and Trusts comply with relevant statutory financial requirements, Trust deed requirements and Treasury Guidelines
- Participate in the Department's training programmes on financial management
- Prepare draft compliance reports and returns as required
- Ensure all necessary tax returns (exemption certificates, GST returns etc.) are completed for Lottery Grants Board and Trusts

- Prepare Lottery Grants Board annual budgets
- Prepare Trust accounts annual budgets
- Monitor Lottery Grants Board and Trust account budgets and forecast variances on a monthly basis
- Assist in the development and implementation of relevant financial policies and procedures for the Department, Lottery Grants Board and Trusts

Funds Management

- Ensure that working capital for the Department, Lottery Grants Board and Trusts is managed in line with relevant Treasury and statutory requirements, and that optimal cash balance levels are maintained to ensure that funds are available for future commitments
- Monitor cashflows and ensure that bank accounts do not go into overdraft, and that funds are available to meet commitments
- Invest surplus funds in accordance with the agreed investment policy and to meet LGB and Trust Deed requirements
- Ensure that relevant cash management policies are in place, updated and adhered to
- Ensure that bank accounts are managed within financial guidelines
- Prepare monthly Treasury reporting, including the Lottery Grants Board and Trust quarterly investment performance reports to monitor actual investments against plan measured against the market
- Monitor the balance sheet of the Lottery Grants Board and Trust accounts to identify any financial risk and ensure anomalies are investigated and rectified in a timely manner

Financial Advice

- Provide NZ IFRS advice/education on technical areas, and ensure compliance with GAAP
- Ensure that accounting implications are clearly understood for decision making purposes
- Assist with the resolution of problems requiring financial input, including the provision of ad hoc reports, financial information and practical advice
- Analyse financial statements of grant applicants and compile status reports to support approval for granting of funds for Regional or National Office Advisors
- Develop/maintain risk profile matrix for clear consistent approval of grant applicants
- Analyse financial and statistical data and draw sound conclusions and provide advice to decision makers

Financial Reporting

- Contribute to the Department's external reporting responsibilities through responsibility for preparation of the financial components of the annual report.
- Prepare the annual/monthly financial statements for Lottery Grants Board (LGB) and Trusts
- Facilitate and oversee the year end audit processes for the Department, Lottery Grants Board and Trusts, including liaising with the external auditors, preparing audit substantiation files, providing explanations and assistance as required
- Prepare financial reports, analyse financial and statistical data, draw sound conclusions and provide effective management commentary for Lottery Grants Board, and Trusts on a monthly, quarterly or bi-annual basis
- Ensure that all financial reporting meets the needs of stakeholders and complies with generally accepted financial reporting standards, Treasury instructions, the Public Finance Act and any other relevant legislation
- Lead processes to ensure that high quality, accurate financial and performance reporting is made available to stakeholders in a timely manner at month end and year end
- Prepare and submit financial papers to Lottery Grants Board and Trust Committees to support them with financial services as required
- Attend Lottery Grants Board and Trust meetings to present financial reports as required

Customer Service

- Assist and provide support to Committee advisors, board members, Trustees and other internal and external parties and resolve all queries on a timely manner
- Respond to all customer enquires in a prompt efficient manner
- Respond to all issues from a “one organisation” perspective

Team Contribution

- Collaborate and share experience and expertise with others
- Identify opportunities for improving, integrating and sharing processes and/or service delivery
- Participate in projects and activities that contribute to improved service delivery
- Keep manager up to date with issues or areas of sensitivity arising from work

Health & Safety (for self)

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plans

Key Relationships

Internal

- DIA Managers and Group budget holders
- Business Support Staff
- Other Finance staff

External

- Debtors
- Collection agencies
- Bank staff
- General public

Person Specification

	Essential	Desirable
Experience		
<ul style="list-style-type: none">Proven experience in Financial Accounting in a large and multi-disciplined organisation	Yes	
<ul style="list-style-type: none">Experience of computerised accounting systems and extensive use of modelling tools (e.g. Excel)	Yes	
Knowledge		
<ul style="list-style-type: none">Strategic capability - thinks beyond immediate issues to consider the long term and broader implications; develops and explains possible future scenarios; identifies risks and anticipates long term opportunities and threats	Yes	
<ul style="list-style-type: none">In-depth knowledge of GAAP, and ability to interpret, apply and communicate accounting standards	Yes	
<ul style="list-style-type: none">Demonstrated knowledge of Government and Parliamentary processes, conventions, structure and functions and their relationship with the Department	Yes	
Skills		
<ul style="list-style-type: none">An in-depth understanding of: financial reporting and accountability requirements, financial management and processes in the Public Sector, including a demonstrated understanding of the Public Finance Act and State Sector Act and GAAP	Yes	
<ul style="list-style-type: none">High-level people skills and the ability to communicate with, and gain the trust and respect of, management all levels within a large organisation	Yes	
<ul style="list-style-type: none">Ability to interact and work with internal and external stakeholders	Yes	
<ul style="list-style-type: none">The ability to work under pressure and with little supervision to meet deadlines, set priorities and meet the requirements of management	Yes	
Education and Professional Memberships		
<ul style="list-style-type: none">An NZICA Chartered Accountancy qualification, or equivalent, is essential	Yes	
<ul style="list-style-type: none">Evidence of maintaining continuous professional development is desirable		Yes
Other		
Security Clearance – criminal conviction check and credit check required	Yes	

DIA Competencies

Competencies are behaviours that drive job success. They are observable and measurable characteristics that can be seen when a job is being done well.

The competencies required for this job are listed below. Each competency falls within a competency cluster, which are broad themes of skills, behaviours and abilities.

Competency Cluster	Competency
Integrity	Integrity and Trust Ethics and Values
Intelligence	Learning on the Fly Timely Decision Making Decision Quality
Emotional Maturity	Self Knowledge Composure
Positive Energy	Perseverance Action Oriented
Edge	
Managing Diverse Relationships	Interpersonal Savvy
Managing Complexity	Problem Solving
Talent to Execute	Written Communications Process Management Priority Setting Planning Customer Focus Functional Technical Skills
Managing and Developing People	
Achieves Effectiveness for Māori	Effectiveness for Māori

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Competency Clusters

- **Integrity**
This is the ability to accept personal accountability for actions and decisions; to be reliable, trustworthy, and honest in all aspects of our work; and to uphold the values and principles of the Department.
- **Intelligence**
This is the ability to learn, understand and think things out quickly. It is demonstrated in our ability to reason, solve problems, think creatively, understand ideas that can be complex, and learn quickly from experience. It is the ability to make sense of a changing environment and figuring out what to do.

- **Emotional Maturity**
 This is the ability to control one's emotions, to recognise their impact and to adapt to changing circumstances, particularly during stressful times. It includes the ability to sense, understand, and react to others' emotions. It is about knowing one's strengths and weaknesses and continuously looking to improve oneself. It also requires individuals to demonstrate resilience and sound judgment in dealing with challenges.
- **Talent to Execute**
 This is about getting the job done. It is the ability to achieve results for the Department and provide an outstanding service, with and through others. It also describes continuously searching for innovation and ways to add value in order to position the Department for future success.
- **Positive Energy**
 This is the demonstration of an upbeat attitude through good times and bad, and the desire to strive for the best outcomes for the Department. Individuals who demonstrate this trait are able to positively affect the behaviour of others, motivating them with a sense of purpose and spirit of cooperation. It encompasses the capacity to care deeply for the work that we do and for the principles and values of the Department.
- **Edge**
 This is the ability to make tough calls and to demonstrate courage and confidence in challenging situations. It encompasses expertise in risk management and decision-making. Those with edge provide stability and clarity when crisis and confusion arise.
- **Managing Diverse Relationships**
 This is the ability to work with a diverse range of people and to build mutually beneficial relationships and networks, sometimes in complex environments. It is the ability to value the contribution of others, respecting each other's views, beliefs and customs, united in a common purpose.
- **Managing Complexity**
 This is the ability to operate effectively in an ever-changing environment, scanning the horizon for looming issues and providing solutions. This requires individuals to take an organisation perspective when resolving problems, ensuring the Department maintains a strong culture of innovation and togetherness.
- **Managing and Developing People**
 This is the ability to select, manage, develop and retain an excellent workforce within an environment that values diversity and individuality. It includes the promotion of continuous learning and the development of others to ensure the Department is an employer of choice.
- **Achieves Effectiveness for Māori**
 Achieves Effectiveness for Māori describes working effectively with and for Māori colleagues, clients and stakeholders, to ensure their specific needs are identified and met, and to create a positive work environment for Māori. It relates to our Effectiveness for Māori (EfM) strategies, policies and guidelines and supports our vision to be recognised as an EfM leader in public service.