



Job description

Haere mai

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

Senior Management Accountant

Finance, Shared Services Branch

The Senior Management Accountant (SMA) role plays a critical role in the delivery of value-add financial services, information and trusted advice in order to support more effective decision making and financial management across the Department. The SMA is the primary point of contact, providing key support to the Finance Business Partner to ensure effective financial oversight of the assigned portfolio..

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

- ☐ Provide proactive, objective, high quality financial advice, information, analysis and interpretation on business unit financial and business performance issues, opportunities and decision making
- ☐ Provide strategic financial and commercial advice to the Business Partners and senior management
- ☐ Proactively monitor, interpret and report on performance against agreed input budgets and against appropriations
- ☐ Proactively identify financial risks and opportunities and raising as appropriate to ensure effective decision making and financial management
- ☐ Co-ordinate the 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
- ☐ Support enterprise, branch and other performance monitoring processes by coordinating and providing analysis of branch / business group performance
- ☐ Monitor and support performance forecasts, proactively identifying and escalating risks and issues that require remedial action and follow through to close out
- ☐ Undertake benefit tracking and transfer into future budgets
- ☐ Be a role model for the management accounting team, contributing to the standard of best practice
- ☐ Participate as a Senior Management Accountant, provide leadership, support and mentoring for the management accountants
- Improve the business' awareness of and compliance with DIA financial policies and procedures
- ☐ Identify, implement and support continuous improvement initiatives within the Business Performance Team or wider Finance
- ☐ Take responsibility for own professional development by proactively identifying opportunities to develop and grow
- ☐ Share knowledge and experience with other Finance team members, including delegating tasks and providing training to Management accountants and graduates

- Business Partners and senior management receive support, financial services and advice that is accurate and reliable
- Trusted advice through evidenced based analysis to help drive better business decision making
- Managers are challenged as appropriate in decisions around budget, forecast and expenditure
- More predictable financial delivery to support better decision making and prioritisation
- No surprises approach to financial performance and management across the Department
- Robust detailed budgets highlighting risks and cost pressures that can be effectively managed
- Consistent reporting across all areas of the Department with meaningful insights and providing trusted advice
- A collaborative and knowledge sharing team culture
- Joined up consistent financial advice across the finance team supporting the wider business
- Increased financial management capability across the business
- Fully engaged and well supported Business Performance Team
- The Finance Group and broader organisational capability and continuous improvement initiatives are proactively supported
- Contribution to foster the development of expertise across the Finance Group

What you will do to contribute	As a result we will see
<p>Business Case Development and Project Support</p> <ul style="list-style-type: none"> Actively support business case development including where appropriate leading on the financial analysis of business case, particularly in relation to more complex business cases, and provide peer review Lead and provide financial insight and input into revenue and fees reviews by applying financial expertise and knowledge of business groups to review, interpret and critique data analysis and data modelling 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 Monitor, interpret and report on project performance against agreed input budgets Monitor and support rolling performance forecasts Monitor and report on investment (Capital / Operating) expenditure Undertake benefit realisation reviews Effectively support the Manager Business Performance and Decisions Support Undertake benefit realisation reviews Provide day-to-day leadership, support and coordination to the wider management accounting team sharing knowledge and expertise 	<ul style="list-style-type: none"> Better quality of business cases being developed by the business. Project managers challenged as appropriate on decision making around budgets, forecasts and expenditure Checklists in place and being effectively used by the business Trusted advice through evidenced based analysis to help drive better business decision making Consistent reporting across all areas of the Department with meaningful insights and providing trusted advice Identification of cost & benefit realisation and a clear line of sight for this information so it can be incorporated into future branch budgets Actively seeking opportunities to deputise, particularly in the area of the medium / long term investment planning High quality reporting on project performance against agreed input budget, performance forecasts and investment expenditure.
<p>Stakeholder and Relationship Management</p> <ul style="list-style-type: none"> Maintain effective working relationships with Finance Business Partners and budget holders Develop and maintain trusted advisor status with Business Partners and branch Communicate 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 	<ul style="list-style-type: none"> Early indicators of any issues supported by recommended mitigation plans and strategies Trusted Advisor status to appropriately influence managers in decision making processes around investment, expenditure and performance monitoring Business Partners and senior management in branches are provided with proactive, meaningful and timely communication in relation to financial management policies and processes that impact them and require their attention and input expenditure

What you will do to contribute	As a result we will see
<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 <p>Cooperate in implementing return to work plans</p>	<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	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 Audit				✓		✓
	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 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"> Proven experience in a senior management accounting role Experience of computerised accounting systems and extensive use of modelling tools (e.g. Excel) <p>Knowledge:</p> <ul style="list-style-type: none"> Demonstrated knowledge of Government and Parliamentary processes, conventions, structure and functions and their relationship with the Department An in-depth understanding of financial reporting and accountability requirements, financial management and processes in the Public Sector, including a demonstrated

Your success profile for this role	What you will bring specifically
	<p>understanding of the Public Finance Act and State Sector Act and GAAP</p> <p>Skills:</p> <ul style="list-style-type: none">• The ability to operate, perform and provide leadership in a dynamic, high performance and evolving environment• The ability to communicate with, and gain the trust and respect of, management all levels within a large organisation• Proven ability to influence in order to support effective financial management and decision making• The ability to work under pressure and with little supervision to meet deadlines, set priorities and meet the requirements of a range of stakeholders <p>Other requirements:</p> <ul style="list-style-type: none">• A tertiary qualification in accounting, or equivalent• NZICA Chartered Accountant qualification (or equivalent)• Evidence of maintaining continuous professional development• Criminal conviction check and credit check required <p>Security level Confidential</p>