



# Job description

Haere mai

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

## Finance Graduate | Paetahi Mahi Pūtea

### Finance, Shared Services Branch

The purpose of the Public Sector Finance Graduate Programme (the 'Programme') is to build the finance talent pipeline for Government to strengthen financial capability, leadership and services. The Finance Graduate position will support agencies in the Programme to deliver high-quality finance services across key work areas, with the aim of incumbents qualifying for full membership of an IFAC-recognised professional accounting body (e.g. CAANZ, CPA Australia or equivalent). The position offers the opportunity to work with people who share a passion for finance and making a positive difference for New Zealand.

- **Reporting to:** Team Leader Financial Capability Development (Programme 'Home Manager')
- **Location:** Wellington
- **Salary range:** Corporate E

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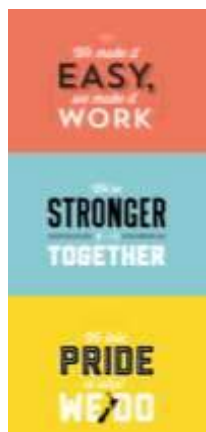
### What we do matters – our purpose

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.

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### 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

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### 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>Undertake full membership of a professional accounting body (e.g. CAANZ, CPA Australia, or equivalent)</b></p> <ul style="list-style-type: none"> <li>• Build and maintain an effective working relationship with your assigned mentor</li> <li>• Attend provided tuition sessions, when needed</li> <li>• Maintain and complete all documentation required for your chosen program</li> </ul> <p><b>Work Areas</b> Full membership of professional accounting bodies requires the completion of specified skills. Programme rotations and the placement will be designed to satisfy these skills across work areas which may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>◦ Business partnering;</li> <li>◦ Financial accounting and external reporting;</li> <li>◦ Financial planning;</li> <li>◦ Management accounting;</li> <li>◦ Procurement; and</li> <li>◦ Project management and co-ordination</li> </ul>	<ul style="list-style-type: none"> <li>• Associate or provisional membership (or equivalent) held throughout the three year duration of the Programme</li> <li>• Successful completion of all required study modules</li> </ul> <p><b>For all work areas:</b></p> <ul style="list-style-type: none"> <li>• Work will be completed to a high standard</li> <li>• Work will be completed in a timely manner</li> <li>• Demonstration of skills from your chosen program’s skills list</li> </ul>
<p><b>Support the Programme</b></p> <ul style="list-style-type: none"> <li>• Participate in marketing and other events as required</li> <li>• Contribute ideas and solutions as part of continuous improvement for the Programme</li> </ul>	<ul style="list-style-type: none"> <li>• Actively participate in key programme activities</li> <li>• Strong relationships which enhance the integrity and credibility of the Programme</li> <li>• Enhanced reputation of the participating agencies</li> </ul>
<p><b>Continuous Improvement and Best Practice</b></p> <ul style="list-style-type: none"> <li>• Builds an excellent knowledge of Finance processes and procedures</li> <li>• Identifies opportunities for continuous improvement for Finance team systems, processes and knowledge</li> <li>• Engage with the Programme</li> </ul>	<ul style="list-style-type: none"> <li>• Produces ideas on incremental improvements</li> <li>• Successful completion of all induction, training and other development modules in the Programme</li> </ul>
<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>• Contribute to or project manage smaller projects within the context of a defined project plan and governance arrangements</li> <li>• Use information technology to communicate, collaborate, and complete project tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Complete assigned project tasks on time and to a good standard</li> </ul>

What you will do to contribute	As a result we will see
<b>Informing and Relationship Management</b> <ul style="list-style-type: none"> <li>Build and maintain effective professional relationships with stakeholders</li> <li>Work collaboratively as part of a team</li> <li>Keeping manager and stakeholders regularly informed of progress on work and other Programme activities</li> <li>Apply critical analysis and professional judgement</li> </ul>	<ul style="list-style-type: none"> <li>Strong relationships which enhance the integrity and credibility of the participating Finance Teams</li> <li>Effective collaboration</li> <li>Trusted and respected relationships</li> <li>Enhanced reputation of the participating Finance Teams</li> </ul>
<b>Health and Safety (For Self)</b> <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	Home Manager	✓		✓	✓		✓
	Mentor	✓		✓	✓		
	Programme cohort		✓	✓	✓		
	Teams during rotations/placement	✓	✓		✓		✓
	Wider Agency staff		✓		✓		✓
External	Host Manager	✓		✓	✓		✓
	Professional accounting body				✓		✓
	Graduates across other state sector and related graduate programmes		✓		✓		
	Key stakeholders as identified as per rotation						

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> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Has displayed an ability to successfully work as part of a team</li> </ul> <p><b>Knowledge and Skills:</b></p> <ul style="list-style-type: none"> <li>An accounting degree (or other method) as accepted by your accounting body of choice</li> </ul>

Your success profile for this role	What you will bring specifically
<ul style="list-style-type: none"><li>• Interpersonal savvy</li><li>• Navigating complexity</li><li>• Communicating with influence</li><li>• Technical and specialist learning</li></ul> <p><b>Additional competencies that apply to the Programme are:</b></p> <ul style="list-style-type: none"><li>• The ability to contribute to more than one agency across the Public Sector Finance Graduate Programme</li></ul>	<p>to complete their program for full membership</p> <ul style="list-style-type: none"><li>• Takes responsibility for their own development</li><li>• Build and maintain relationships with a diverse range of stakeholders</li><li>• Ability to work as part of a team</li><li>• Clear and concise written and oral communication skills and the ability to communicate findings clearly and concisely to a wide range of audiences</li><li>• Effective planning and organising skills, including time management and prioritising work in a complex work environment</li><li>• Ability to think critically and analytically about work issues and can generate solutions</li></ul>