



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 Accountant: Regulatory

Charities Services, Service Delivery and Operations

In Charities Services we promote trust and confidence in charities, encourage good governance, support charities' efficiency and effectiveness and require charities to comply with their obligations under the law. We register and monitor charities and build sector capability to comply with the law by providing guidance material, online and print resources. Our vision is a well-governed, transparent and thriving charitable sector with strong public support.

The purpose of the Senior Accountant: Regulatory role is to provide specialised forensic accounting leadership across Charities Services in order to achieve appropriate regulatory outcomes. In addition, the Senior Accountant: Regulatory role also provides general accounting leadership and advice across Charities Services, on financial matters and projects and supports internal financial process improvements. This role will support both the Regulatory Team and Charities Services in order to provide compliance outcomes that align with the strategic objectives of Charities Services to be a modern, responsive, risk-based regulator.

- **Reporting to:** Investigations Manager
- **Location:** Wellington
- **Salary range:** Corporate H \$74,167 - \$100,344

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.



Te Tari Taiwhenua
Internal Affairs

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. Te Aka Taiwhenua is underpinned by our mātāpono – Kotahitanga, Manaakitanga, Whānaungatanga, He Tāngata.

As DIA is an agent of the Crown, Te Tiriti o Waitangi/The Treaty of Waitangi is important to everything we say or do. We recognise it as an enduring document central to New Zealand's past, present and future. Building and maintaining meaningful relationships is important to work effectively with Māori, stakeholders and other agencies. 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>Lead provision of forensic and financial accounting/audit advice to achieve successful regulatory outcomes across Charities Services</p> <ul style="list-style-type: none"> • Appropriately support the investigations team in: <ul style="list-style-type: none"> ○ Undertaking complex forensic investigations into financial issues affecting registered charities ○ Advising around the prioritising of investigations according to risk based on professional judgement and experience • Provide intellectual and technical leadership and direction in relation to the accounting elements of investigations Appropriately support the Registration Team in: <ul style="list-style-type: none"> ○ Identifying, understanding, and responding to financial risks relevant to registration applications based on professional judgement and experience 	<ul style="list-style-type: none"> • Work delivered is accurate and to appropriate quality and timeliness standards • Clear advice is provided that can be understood by non-accountants and that reflects an appreciation of the issues faced by the charitable sector • The correct application of best practice accounting, forensic accounting, audit and investigative methods and practices and the law to well-planned, detailed and thorough investigations • Logical, reasonable and proportional conclusions to complex and difficult problems

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> ○ Interpreting and analysing complex financial information to support registration applications and reviews ○ Work with the Senior Intelligence Analyst to identify and understand trends in financial non-compliance in order to apply these risks to registration applications and reviews. <ul style="list-style-type: none"> • Role model the Department’s values by: using best practice and proven financial and forensic accounting, audit and investigative methods and practices; promoting continuous improvement and innovation; demonstrating a commitment to achieving successful and timely investigative outcomes • Apply expertise to support the effective, efficient and timely delivery of high quality investigations and registration decisions that achieve appropriate regulatory outcomes • Maintains an excellent working knowledge of accounting and financial issues that apply to the charitable sector and the relevant provisions of the Charities Act including: <ul style="list-style-type: none"> ○ Financial Reporting Standards ○ Auditing and Assurance Standards ○ Financial elements of other regulatory frameworks • Work with the Senior Accountant: Capability to identify areas of non-compliance across the charitable sector. • Contribute to the development of the investigations and registration work programme by developing the approach and plans to carry out analysis of complex financial data • Apply specialist accounting skills and knowledge to the triage and Case Inquiry phases of the investigations process in order to achieve the highest quality of outcome in these areas. • Assess strengths, weaknesses and risk and assist in the determining of strategy to ensure informed decision making about the approach to investigation processes 	<ul style="list-style-type: none"> • Detailed investigation and financial reports containing appropriate recommendations

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> • Develop and deliver financial analysis plans with respect to cases involving complex financial issues. • Support the operations of regulatory investigations and registrations by utilising in depth knowledge of financial reporting systems, business information, accounting and auditing standards, as well as evidence gathering and investigative techniques • Write detailed reports for senior managers and the Charities Registration Board (with support from Legal Services) with appropriate recommendations • Keep up to date with requirements of the Charities Act, relevant case law and applicable legislation such as Crimes Act, Evidence Act, Privacy and Official Information Acts 	
<p>Capability building within Charities Services and the charitable sector</p> <ul style="list-style-type: none"> • Review financial analyses prepared across the Charities Services team. <ul style="list-style-type: none"> • Work with the Investigations Manager, Team Leader Registration, Senior Investigators, Senior Analysts and Senior Registration Analysts to implement best practice accounting, audit and financial investigative methods, tools and practices within the teams • Work with the Senior Accountant: Capability and wider Charities Services to maintain and improve charities' compliance with the Not-For-Profit financial reporting standards • Utilise specialist skills and knowledge to build investigative and analytical capability in cases with complex financial elements within the Investigation and Registration teams by providing: <ul style="list-style-type: none"> ○ coaching; ○ Mentoring; and ○ direct assistance • Assist the Investigations Manager and Team Leader: Registration to identify skill gaps and training opportunities to build capability within the Investigations team • Provide general accounting leadership and advice across Charities Services, on financial matters and projects and support internal financial process improvements. 	<ul style="list-style-type: none"> • Senior Accountant: Regulatory's knowledge and experience gained is shared freely • Others feel supported and able to approach the Regulatory Accountant for technical advice and support • Investigators and registration analysts receive appropriate on the job coaching, mentoring and guidance to help grow and develop professionally • Clear advice is provided that can be understood by non-accountants and that reflects an appreciation of the issues faced by the charitable sector

What you will do to contribute	As a result we will see
<p>Risk management</p> <ul style="list-style-type: none"> • Use the Charities Services Risk Assessment Framework to assess, monitor and report on risks associated to complex financial issues seen in investigations and registrations, and work with the Investigations Manager, Team Leader Registrations, Senior Investigators, Senior Registration Analysts, and Senior Analysts to develop and implement effective risk mitigation strategies.. • Work with the Senior Intelligence Analyst to actively collect, collate and disseminate intelligence related information related to people, events and organisations within Charities Services, the branch and the Department • Understand the commitment the Department has made to be a responsive regulator and actively manage risks around reputation and integrity 	<ul style="list-style-type: none"> • Escalate investigation risks and issues to senior managers where relevant and appropriate • Investigation information is shared with internal and external regulatory teams or agencies • Regular contribution to senior managers and team members on risk process improvements
<p>Relationship management</p> <ul style="list-style-type: none"> • Develop effective working relationships with managers and colleagues in Charities Services to contribute to a positive team culture • Work effectively with, and represents the view of Charities Services to, the sector, the External Reporting Board, other professional accountancy bodies and government departments • Represent Charities Services at critical and potentially sensitive meetings with the Charities Registration Board • Represent Charities Services' views at meetings with internal and external stakeholders using excellent communication and relationship management skills • Support the maintenance of departmental relationships with Combined Law Agency Group (CLAG) Forensic Accounting Group, CAANZ and CPA Australia 	<ul style="list-style-type: none"> • Close working relationships with both internal and external stakeholders
<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	Investigations Manager, Team Leader Registration, Senior Investigators, Senior Registration Analysts, Senior Analysts, Manager Regulatory and GM	✓	✓	✓	✓		✓
	Investigations and Registration teams and all Charities Services staff	✓	✓	✓	✓	✓	✓
	Charities Services managers and team leaders	✓			✓		✓
	Charities Services Capability Accountant, Senior Analysts and Principal Advisor	✓	✓	✓	✓		✓
	Other staff in the branch and Department	✓	✓	✓	✓		✓
External	Charitable organisations, their representatives and professional advisors including external auditors and accountants	✓	✓	✓	✓		✓
	Other Government agencies, e.g. Inland Revenue, External Reporting Board (XRB), New Zealand Police, Serious Fraud Office	✓	✓	✓	✓		✓
	Combined law enforcement agencies	✓		✓	✓		✓
	Overseas jurisdictions - Australian Charities and Not for Profit Commission, UK Charity Commission, Canada Revenue Service	✓	✓		✓		

Your delegations	
Human Resources and financial delegations	Z
Direct reports	Nil
Statutory Powers	Charities Act 2005 in accordance with the departmental delegations policy and delegations schedule

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 	<p>Experience</p> <ul style="list-style-type: none"> • Considerable experience providing advice on accounting, auditing and/or financial analysis in a regulatory environment • Technical training and on the job coaching <p>Knowledge</p> <ul style="list-style-type: none"> • In-depth knowledge of complex financial information and structures • In-depth knowledge of the Not-For-Profit Financial Reporting Standards and Framework.

Your delegations

- Technical and specialist learning

- In-depth and proven knowledge of accounting, auditing and investigative methods and tools
- Knowledge and understanding of regulatory and compliance functions and purpose
- Knowledge of the law as it relates to charities, legal process, investigation, prosecution and information management

Skills

- Excellent numeracy skills
- Proven ability to analyse and assimilate large volumes of complex financial information and distil salient facts
- Ability to audit/review financial statements and report on findings
- Ability to develop analytical frameworks and deliver clear and coherent reports
- Strong communication skills and ability to translate technical information so that it can be understood by non-accountants
- Outstanding planning and organisational skills
- Advanced report writing skills
- Proven ability to establish, build and maintain close working relationships with colleagues and stakeholders

Education

- A Chartered Accountancy qualification, or equivalent, is essential
- Evidence of maintaining continuous professional development is essential
- Member of NZ Institute of Chartered Accountants Australia and New Zealand or other equivalent body

Other requirements

- Appropriate security clearance