



Job description

Haere mai

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

Manager Financial Planning and Analysis

Finance, Organisational Capability and Services Branch

The Manager Financial Planning and Analysis leads a team responsible for delivering enterprise wide financial planning, budgeting, performance monitoring and analysis that contribute to a successful and financially sustainable Department of Internal Affairs (DIA).

The team delivers high quality, medium to long term strategic financial plans that align with DIA objectives, priorities, four year and strategic plans, to maximise the use of resources while remaining financially robust and sustainable. The team is also responsible for monitoring and reporting on performance against plans, together with providing robust commercial analysis and advice to inform decision making.

- **Reporting to:** Manager Strategic Finance
- **Location:** Wellington
- **Salary range:** Corporate J

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



**Te Tari Taiwhenua
Internal Affairs**

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>Strategic leadership and advice</p> <ul style="list-style-type: none"> • Provide leadership and advice to the CFO, Finance Leadership Team and DIA senior management on medium to long term financial strategies and planning to maximise opportunities and minimise financial risk • Provide leadership and direction to the Financial Planning and Analysis Team in managing and maintaining effective planning and performance monitoring processes, policies, and tools • Lead and manage the provision of medium to long term financial planning processes and ensure that they deliver robust and quality outcomes. • Lead the team in working at an enterprise wide level to ensure a well communicated finance programme of work is planned and delivered successfully. 	<ul style="list-style-type: none"> • Drive a deeper understanding of DIA business performance in order to identify strategic opportunities and reflect these in the development of strategies and plans to enhance financial and business performance across DIA • Robust strategic plans, performance monitoring, commercial analysis and advice • Strong processes, tools and policies. • Effective decision making and financial management across the Department is supported
<p>People management</p> <ul style="list-style-type: none"> • Effective management of people within the team including responsibility for developing and maintaining positive employee relations and embedding the Department’s performance management system to drive desired levels of practice, behaviour and performance • Build capability within the team by ensuring the implementation of development plans, promoting a continuous learning environment, providing learning opportunities and through effective coaching and mentoring of individual team members • Champion the Finance Vision and translate the vision into a clearly understandable and executable work programme and approach for the team • Ensure financial capability of the wider organisation continues to grow through ongoing training, education and development. 	<ul style="list-style-type: none"> • Highly engaged workforce • Highly capable team of subject matter experts supporting the business • Clarity across the team with regards to the Finance vision and strategy

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<p>Financial planning</p> <ul style="list-style-type: none"> • Deliver advice and strategic finance subject matter expertise to develop the financial sustainability strategy for DIA • Lead the financial components of the Four-Year Plan development aligned with the Organisational Strategy and Performance (OSP) Branch • Ensure there is an effective translation of financial strategy to action through well designed and communicated financial planning processes • Ensure the effective development and deployment of annual and long term financial planning, budgeting and forecasting approaches, policies and processes across the Department • Ensure appropriate processes are in place to facilitate and manage consolidated budgeting, planning and forecasting. • Lead the continuing development of forecasting, budgeting and reporting functionality in recently implemented cloud ERP/EPM solution.Oversight of reporting to the Executive Leadership Team and SLTs 	<ul style="list-style-type: none"> • A well planned, integrated and communicated finance programme of work • Clarity with regards to remaining financially sustainable over the short, medium and longer term • Business engagement with regards to delivering the 4YP • Transparency across all timings and requirements for the effective delivery of the strategy and detailed plan • Continually improved planning processes and clarity with regards to roles and responsibilities • Comprehensive, accurate and efficient system functionality • Joined up advice and alignment with OSP Branch
<p>Performance monitoring and data analytics</p> <ul style="list-style-type: none"> • Oversight and delivery of performance monitoring and reporting to the Executive Leadership Team, Senior Leadership Teams, Finance and Performance Governance Committee and Investment Governance Committee • Deliver high quality, timely and accurate analysis of both financial and non-financial data in support of performance monitoring, business case development; fees and revenue reviews; strategy development; and ad-hoc business requirements. • Develop and maintain long term forecast, trend and scenario models • Perform and apply trend and economic analysis to data and modelling • Proactively identify opportunities to provide value-add analysis, commercial advice and insight 	<ul style="list-style-type: none"> • Drive a deeper understanding of DIA business performance in order to identify strategic opportunities and support performance improvement • Error free financial models and analytics that support DIA's sustainability and strategic direction • Robust enterprise wide performance monitoring, analysis and advice supported by strong processes, tools and policies. • A well planned and communicated finance programme of work

What you will do to contribute	As a result we will see
<p>Asset management</p> <ul style="list-style-type: none"> • Ensure the effective development and implementation of the Department’s Asset Management strategy, frameworks, policies and processes and that the capability exists to monitor organisational asset performance and deliver on the asset management strategy • Ensure the delivery of timely and quality strategic advice on all asset management related matters so that the asset base is effectively managed, evaluated and monitored and timely and quality information and analysis is delivered to ELT for decision making on assets. • Monitor and ensure Department-wide compliance with the asset management framework and policies. 	<ul style="list-style-type: none"> • Clear visibility of all critical service assets with effective replacement and management plans • Alignment between asset management planning and capital planning to ensure risks are being effectively managed.
<p>Relationship Management</p> <ul style="list-style-type: none"> • Build and maintain highly effective relationships and lines of communication with Finance Business Partners, senior management within the OSP Branch and across the wider department in order to facilitate effective strategy development, and long term financial and capital planning. • Work effectively with the CFO and the Finance Leadership team to gain commitment, support and obtain input into strategy and financial planning processes • Work effectively with the OSP Branch to ensure an integrated and aligned approach to planning across the Department’s financial and non-financial planning 	<ul style="list-style-type: none"> • Collaborative engagement across all areas of the business • Greater buy in to the strategy given the integrated and inclusive approach to its development
<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 <p>Health and safety (for team)</p> <ul style="list-style-type: none"> • Inform, train and equip staff to carry out their work safely • Ensure prompt and accurate reporting and investigation of all workplace incidents and injuries • Assess all hazards promptly and ensure they are managed 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work. • All requirements of DIA’s Health and Safety policy and procedures are met.

Who you will work with to get the job done		Advise	Collaborate with	Influence	Inform	Manage/lead	Deliver to
Internal	CFO and Finance leadership team	✓	✓	✓	✓		✓
	Manager Strategic Finance	✓	✓	✓	✓		✓
	Finance Business Partners	✓	✓	✓	✓		
	Financial Planning and Analysis team	✓	✓	✓	✓	✓	
	Finance group	✓	✓	✓	✓	✓	✓
	OSP Branch	✓	✓	✓	✓		
	Branch management and budget holders	✓	✓	✓	✓		✓
	IT	✓	✓		✓		
External	Treasury	✓	✓	✓	✓		✓
	Other external agencies	✓	✓	✓	✓		

Your delegations as a manager	
Human Resources and financial delegations	Level F
Direct reports	Up to 5

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 People Leader.</p> <p>Keys to Success:</p> <ul style="list-style-type: none"> • Setting expectations • Encouraging innovation • Building effective teams • Identifying talent and developing others • Motivating others to achieve results • Developing business acumen 	<p>Experience:</p> <ul style="list-style-type: none"> • Proven experience in leading or managing staff within a Finance function • Proven ability to build strong relationships and to work collaboratively <p>Knowledge:</p> <ul style="list-style-type: none"> • Demonstrate a knowledge of Government and Parliamentary processes, conventions, structure and functions and their relationship with the Department • An in-depth understanding of financial planning and performance monitoring processes in the Public Sector, including a demonstrated understanding of the Public Finance Act and State Sector Act and GAAP <p>Skills:</p> <ul style="list-style-type: none"> • The ability to engage and influence with senior management and key stakeholders and provide appropriate challenge where necessary • Articulate written and verbal communication • The ability to lead and motivate finance professionals to deliver quality financial services 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 management <p>Other requirements:</p> <ul style="list-style-type: none"> • NZICA Chartered Accountant qualification (or equivalent) • Evidence of maintaining continuous professional development • Criminal conviction check and credit check required • Security level Confidential