



# 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 Programme Coordinator

### Finance Graduate Programme, Organisational Capability and Services Branch (OCS)

- The purpose of the Finance Graduate Programme Coordinator is to provide consistent and dependable support to contribute to the success of the Public Sector Finance Graduate Programme. This includes assisting in the preparation and creation of all documentation as requested by the Finance Graduate Programme Lead.
- **Reporting to:** Finance Graduate Programme Lead
- **Location:** Wellington
- **Salary range:** Corporate E

### 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.



Te Tari Taiwhenua  
Internal Affairs

What you will do to contribute	As a result we will see
<p><b>Programme Support</b></p> <ul style="list-style-type: none"> <li>• Provide efficient and effective administration and coordination support services, including:           <ul style="list-style-type: none"> <li>◦ Proactively manage the flow of all correspondence including identifying and escalating urgent issues and ensuring timely responses and communications on behalf of the Finance Graduate Programme Lead as appropriate</li> <li>◦ Manage the drafting and preparation of memos, presentations, reports, briefings and minutes, as requested by the Finance Graduate Programme Lead</li> <li>◦ Organise meetings and distribute agendas and relevant papers for programme meetings, as required</li> <li>◦ Respond to stakeholders via telephone, face-to-face, or email in the absence of the Finance Graduate Programme Lead and take action or messages as appropriate</li> <li>◦ Regularly assess the progress of projects and assist project managers with ensuring effective progress by providing useful and effective feedback</li> <li>◦ Oversee the completion, maintenance and update of project plans, ensuring tracking of key activities, milestones and achievements and noting variances and their impacts</li> </ul> </li> <li>• Any additional tasks or actions required to support the overall programme</li> </ul>	<ul style="list-style-type: none"> <li>• The needs of the Programme are anticipated, and the Finance Graduate Programme Lead is able to focus on being effective and efficient</li> <li>• The Department’s policies and processes are understood and followed as required</li> <li>• Effective networks and working relationships are established and maintained</li> <li>• All documents and workflows follow the correct processes and procedures</li> <li>• All documents are up to date with correct classifications and correct version control</li> <li>• Up to date Programme schedules and resource plans</li> </ul>
<p><b>Maintain and improve work standards</b></p> <ul style="list-style-type: none"> <li>• Document and implement any new workflow processes and procedures related to the Programme that optimise resources, create efficiencies, reduce risks and/or improve quality.</li> <li>• Administer the quality review process</li> </ul>	<ul style="list-style-type: none"> <li>• All documents and workflows follow the correct processes and procedures</li> <li>• All documents are up to date with correct classifications and correct version control</li> </ul>

What you will do to contribute	As a result we will see
<p><b>General Administration</b></p> <ul style="list-style-type: none"> <li>• Prepare papers for meetings in an accurate and in timely fashion</li> <li>• Accurately record minutes and action points of projects</li> <li>• Manage Programme-wide administration including meeting set up, Programme email, travel bookings, organising training and order catering</li> <li>• Prepare papers for Programme meetings in an accurate and timely fashion</li> <li>• Accurately record minutes and action points of meetings attended</li> <li>• Raise Purchase Orders and perform other financial administrative activities as required</li> <li>• Support the team in managing their financial responsibilities as and when required</li> <li>• Supporting the team with communication and activities relating to Programme’s culture and engagement</li> </ul>	<ul style="list-style-type: none"> <li>• All meetings and necessary paper work are managed, delivered and distributed in a timely manner</li> <li>• Clear and concise minutes of all meetings are recorded and distributed accordingly</li> <li>• Adherence to invoicing and goods receipting process</li> <li>• Effective coordination and championing of culture and engagement activities</li> </ul>
<p><b>Health and safety (for self)</b></p> <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	Manager Financial Planning and Performance	✓	✓	✓	✓		✓
	Finance Graduate Programme Lead	✓	✓		✓		✓
	Internal colleague (HR, Communications)		✓		✓		
	Finance Graduates	✓			✓		
External	Vendors/Suppliers	✓	✓		✓		
	Professional accounting bodies		✓		✓		

Your delegations	
Human Resources and financial delegations	Level Z
Direct reports	None

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="#">Valued Contributor</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"> <li>• Customer Focus</li> <li>• Continuous improvement</li> <li>• Teamwork and peer relationships</li> <li>• Action oriented</li> <li>• Self-development and learning</li> <li>• Functional and technical skills</li> </ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Experience working in a complex environment with stakeholder management across the organisation and externally</li> <li>• Experience working in an environment of change, complexity and/or ambiguity</li> <li>• Experience in managing invoicing and goods receipting with an understanding of programme/project accounting practices</li> </ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of and ability to use computer applications effectively for a wide variety of tasks; proficiency with MS Project, Excel, Word, and e-mail</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Excellent administration &amp; organisational skills: the ability to plan, manage and follow through, to ensure the best workflow. Assist with the completion of activities that deliver the results on time.</li> <li>• Is detailed focused with the ability to anticipate risks and the consequences of decisions and commitments</li> <li>• Strong stakeholder management skills – able to build and maintain effective working relationships</li> <li>• Sound communication skills – both oral and written – able to produce clear, concise and fit-for-purpose project documentation</li> </ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>• Experience in Programme Coordination an advantage</li> <li>• A proven aptitude for working in a highly collaborative, supportive and energetic manner</li> </ul>