



# 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 Business Partner

### Finance, He Pou Aronui / Organisational Capability and Services Branch

The Finance Business Partner supports their branch by acting as a trusted financial advisor providing dedicated financial and commercial leadership to the branch senior leadership team/s (SLT) and business managers. The Business partner leads the Management Accountants, Programme Finance Managers and Project Accountants as a cohesive, customer-centric team that is continuously improving.

The role will be responsible for leading the development of effective financial management across the branch; delivering excellent financial services and assuring the Manager Business Partnering, CFO, DCE and Senior Leadership Team (SLT) that financial management processes, procedures and reporting comply with legislative requirements and best practice. Assigned portfolios are subject to change based on business requirements.

- **Reporting to:** Manager Business Partnering
- **Location:** Wellington
- **Salary range:** Corporate K

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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



Te Tari Taiwhenua  
Internal Affairs

## 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.

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## Spirit of service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o te ratonga tūmatanui i roto i ā mātou mahi.

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

What you will do to contribute	As a result we will see
<p><b>Strategic Financial Advice</b></p> <ul style="list-style-type: none"> <li>• Provide strategic financial and commercial advice to the DCE(s) and their leadership team, Executive Leadership Team (ELT) and its Governance Committees.</li> <li>• Provide robust analysis of proposed investments, reviewing and challenging business cases.</li> <li>• Develop Branch financial strategies and financial operating models that meet future funding needs and liaise with Organisational Strategy and Performance (OSP) Branch about deployment</li> <li>• Provide trusted financial advice across the branch in a manner that is consistent with the principles described in the Financial Operating Model to:               <ul style="list-style-type: none"> <li>◦ consult, challenge and guide the organisation towards economic decision making and value generation;</li> <li>◦ consult, challenge and guide the Department towards a common understanding of business opportunities and their financial consequences;</li> <li>◦ foster dialogue and cross-functional understanding of the complete financial picture of the Department;</li> <li>◦ champion a collaborative approach to deliver insight and understanding beyond the numbers.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Acknowledged as trusted advisors by participating as a functional member of the Branch leadership team, championing the finance vision and helping others to understand, and feel how things will be different when the vision is achieved.</li> <li>• Business strategy and plans translated into meaningful operational and capital plans and budgets.</li> <li>• Business Partnering team inspired and motivated to achieve results and deliver services in a manner that is consistent with the target operating model for financial management.</li> <li>• The Finance team demonstrates a strong commitment to continuous improvement, a willingness to initiate and implement new ideas, and a drive to get things done.</li> </ul>
<p><b>Delivering excellent financial services</b></p> <ul style="list-style-type: none"> <li>• Work with managers to develop a strong understanding of the business, enabling in-depth analysis and constructive development/challenge of assumptions and projections</li> <li>• Work with the finance leadership team, to ensure that financial services form part of a cohesive Organisational Capability and Services experience for business managers</li> <li>• Build a high-performing team of Management Accountants, Programme Finance Managers and Project Accountants that provide exceptional customer-centric service to the branch</li> <li>• Analyse internal and external drivers and help develop models and planning assumptions specific to business groups as appropriate</li> <li>• Keep the DCE and SLT informed of changes required to forecasts due to changes in the branch operating model</li> </ul>	<ul style="list-style-type: none"> <li>• Capability gaps identified in Branch financial management and addressed alongside managers and other Organisational Capability and Services trusted advisors</li> <li>• Increased DIA wide financial management capability and confidence</li> <li>• Strong participation as a key member of the Senior Leadership Team</li> <li>• Customer-focused approach used to deliver financial information and advice in accordance with the Finance Operating Model and its principles</li> </ul>

What you will do to contribute	As a result we will see
<ul style="list-style-type: none"> <li>Attend Branch SLT, Investment Committees and Project Boards in an advisory capacity.</li> <li>Review financial responses to Parliamentary Questions, Official Information Act requests and Select Committee questions</li> <li>Manage appropriations relevant to the Branch, as well as associated adjustments, transfers and forecast changes</li> <li>Work with OSP to contribute to the development of a robust Four-Year Plan.</li> <li>Work closely with OSP and other areas, to ensure effective integrated planning processes and financial input that delivers a branch business plan and financial strategy that meets business needs in the short, medium and long term.</li> <li>Champion value for money for all Branch activity and expenditure ensuring programme and project benefits are realised and attributed appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Customer-focused feedback, insight and recommendations provided to the business on financial performance, focussing on key drivers</li> <li>Insightful financial management performance and forecasting advice provided within the DIA governance processes</li> <li>Adoption of a high-performance finance culture encouraged and championed across the Branch through effective communication, timely delivery of insightful advice and the maintenance and extension of appropriate accountability frameworks</li> </ul>
<p><b>Collaboration with Senior Leaders:</b></p> <ul style="list-style-type: none"> <li>Inform DCE /SLT of material financial risks and issues.</li> <li>Deliver accurate, meaningful and timely internal financial management and external accountability reports as required.</li> <li>Support the DCE in carrying out his/her financial responsibilities.</li> <li>Represent the Department at Ministerial meetings, Cabinet Committee meetings and Select Committees as required.</li> </ul>	<ul style="list-style-type: none"> <li>Relationships built and maintained with external agencies and stakeholders which enhance the integrity and credibility of the Department.</li> <li>Strategic relationships developed and maintained across the sector, including The Treasury.</li> </ul>
<p><b>People Management</b></p> <ul style="list-style-type: none"> <li>Build capability through development plans, promoting continuous learning and coaching individual team members.</li> <li>Ensure the team provide customer-centric service to the branch.</li> <li>Champion the Finance Vision and translate the vision into a clearly understandable and executable work programme and approach for the Business Partnering Team.</li> </ul>	<ul style="list-style-type: none"> <li>Highly engaged team</li> <li>Highly capable team of subject matter experts supporting the branch</li> <li>Clarity across the team with regards to the Finance vision and strategy</li> <li>Business Partnering team is well-regarded by branch management</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	Deputy Chief Executive	✓	✓	✓	✓		✓
	Manager Business Partnering	✓	✓	✓	✓		✓
	Chief Financial Officer	✓	✓	✓	✓		✓
	ELT and Governance Committees	✓		✓	✓		✓
	Finance leadership team	✓	✓	✓	✓		✓
	Management Accountants, Programme Finance Managers and Project Accountants	✓	✓	✓	✓	✓	
	Organisational Capability and Services branch leadership team	✓	✓	✓	✓		✓
	Budget Managers	✓	✓	✓	✓		✓
	Wider Finance group	✓	✓	✓	✓		✓
External	Entities to which financial services are provided	✓	✓	✓	✓		✓
	The Treasury	✓	✓	✓	✓	✓	✓
	Audit New Zealand			✓	✓		
	Inland Revenue Department		✓	✓	✓		✓
	Finance and accounting professionals within Public and Private Sectors		✓	✓			

### Your delegations

Human Resources and financial delegations	Level E
Direct reports	3-6

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="#">People Leader</a>.</p> <p><b>Keys to Success:</b></p> <ul style="list-style-type: none"><li>• Setting expectations</li><li>• Encouraging innovation</li><li>• Building effective teams</li><li>• Identifying talent and developing others</li><li>• Motivating others to achieve results</li><li>• Developing business acumen</li></ul>	<p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• Significant financial leadership experience at senior levels.</li><li>• Proven experience in financial management in a medium to large Ministry or Department, and/or relevant private sector experience.</li><li>• In-depth experience of management issues (people, change, resources, systems and processes).</li><li>• Proven success in leading, motivating and managing a team of engaged financial professionals.</li><li>• Proven track record in delivery of financial management services in a timely and high-quality way, with integrity and efficiency.</li></ul> <p><b>Knowledge:</b></p> <ul style="list-style-type: none"><li>• Strong knowledge and understanding of the Public Finance Act, government budget processes and public sector-specific accounting standards and disciplines</li></ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Advanced strategic thinking ability, including demonstrable experience in applying commercial principles when developing business and financial management strategies to achieve effective organisational performance in large and complex organisations.</li><li>• The ability to lead and motivate finance professionals to deliver quality financial services in a dynamic, high performing and evolving environment.</li><li>• Strong analytical skills.</li><li>• The ability to engage and influence senior staff providing appropriate challenge when necessary.</li><li>• Strong problem solving and ability to make decisions based on accurate and timely analysis.</li><li>• Proven success in effecting transformed financial management from design, implementation, delivery through to benefits realisation.</li></ul>

Your success profile for this role	What you will bring specifically
	<ul style="list-style-type: none"><li>• Articulate written and verbal communication.</li><li>• Strong interpersonal skills, ability to communicate, manage well at all levels of the organisation and influence across boundaries.</li><li>• Proven ability to build strong relationships and to work collaboratively, with advanced interpersonal and relationship management skills, and well-developed political nous.</li><li>• Attention to detail, strong time management skills, growth mindset and self-motivated.</li><li>• Proactive and will challenge the status quo to enhance the service delivery.</li></ul> <p><b>Diversity:</b></p> <ul style="list-style-type: none"><li>• We believe individuals working together with diverse experiences, backgrounds, views and cultures makes us stronger as an organisation. We are more able to understand our broad-ranging customers' needs and respond effectively to those. We challenge and test each other's thinking because of our different experiences, which then drives us to robust outcomes. In practice, this means that we actively seek out people with a different thinking styles, backgrounds and capabilities and this enables our people to be the best they can be at work.</li></ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"><li>• A relevant tertiary qualification in commerce, finance and accounting.</li><li>• Fully qualified finance professional (Chartered Accountant/Certified Chartered Accountant or equivalent membership of a recognised professional body) is essential.</li><li>• Evidence of continuing professional development is essential.</li><li>• Must be able to hold and maintain National Security Clearance – CONFIDENTIAL.</li></ul>