



# 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

### 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.

The purpose of the Senior Accountant role is to raise competency and understanding in both Charities Services and the charitable sector of financial management and reporting. The Senior Accountant role also provides accounting leadership across Charities Services, provides advice on financial matters and projects, and supports internal financial process improvements.

- **Reporting to:** Manager Engagement and Business Improvement
- **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.

---

### 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.



**Te Tari Taiwhenua**  
**Internal Affairs**

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><b>Lead provision of advice on financial and accounting matters</b></p> <ul style="list-style-type: none"> <li>• 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"> <li>○ Financial Reporting Standards</li> <li>○ Assurance Standards</li> <li>○ Financial elements of other regulatory frameworks</li> </ul> </li> <li>• Appropriately support the registrations team in:               <ul style="list-style-type: none"> <li>○ Identifying, understanding, and responding to financial risks relevant to registration applications based on professional judgement and experience</li> <li>○ Interpreting and analysing financial information submitted as part of registration applications</li> </ul> </li> <li>• Appropriately support the investigations team in:               <ul style="list-style-type: none"> <li>○ Responding to concerns about currently registered charities</li> <li>○ Undertaking investigations where complex financial issues are apparent</li> <li>○ Prioritising investigations according to risk based on professional judgement and experience</li> </ul> </li> <li>• Provide high quality advice to Charities Services management on projects with complex financial elements</li> </ul>	<ul style="list-style-type: none"> <li>• Work delivered is accurate and to appropriate quality and timeliness standards</li> <li>• Expertise in not-for-profit accounting is consistently demonstrated in advice given that is clear, concise, compelling, and supported by professional judgement and experience</li> <li>• Sufficient breadth and depth of information and evidence is gathered to inform the analysis and advice given to other Charities Services teams and Management</li> <li>• Staff are assisted to understand the reporting standards, how they apply to the charitable sector, and key accounting concepts</li> </ul>
<p><b>Support internal financial process improvements</b></p> <ul style="list-style-type: none"> <li>• Proactively and reactively identifies system improvements required which have significant financial elements</li> <li>• Collaborate with System and Business Improvement Analyst and others to implement system changes</li> </ul>	<ul style="list-style-type: none"> <li>• Projects are handled appropriately – Including:               <ul style="list-style-type: none"> <li>○ Identifying resources needed;</li> <li>○ Identifying key timeframes;</li> <li>○ Explaining risks, benefits, and mitigation strategies; and</li> <li>○ Progress is regularly communicated with team members and managers</li> </ul> </li> </ul>
<p><b>Financial Capability building within Charities Services</b></p> <ul style="list-style-type: none"> <li>• Identify (as required, and on an ongoing basis) any</li> </ul>	<ul style="list-style-type: none"> <li>• Senior Accountant’s knowledge and experience is shared freely</li> </ul>

What you will do to contribute	As a result we will see
<p>gaps in Charities Services staff understanding of the reporting standards and create strategies and resources to address them</p> <ul style="list-style-type: none"> <li>• Provide specialist advice on technical areas of the reporting standards to support capability development of Charities Services staff</li> </ul>	<p>with colleagues</p> <ul style="list-style-type: none"> <li>• Appropriate and helpful responses to questions and queries</li> </ul>
<p><b>Financial Capability building within the charitable sector</b></p> <ul style="list-style-type: none"> <li>• Help translate technical reporting standards into plain English requirements</li> <li>• Provide expertise, practical advice, support and quality assurance within the Capability team in developing education resources and initiatives on the reporting standards and general financial management for the charities sector</li> <li>• Provide clear responses to queries from charities about technical areas of the reporting standards</li> <li>• Proactively identify opportunities for improving materials and resources for the charitable sector on the reporting standards and general financial management</li> </ul>	<ul style="list-style-type: none"> <li>• Education resources developed: <ul style="list-style-type: none"> <li>◦ Accurately reflect financial reporting standards</li> <li>◦ Provide clear information that can be understood by non-accountants;</li> <li>◦ Reflect an appreciation of the issues faced by the charitable sector</li> </ul> </li> <li>• Presentations, webinars, and other customer facing initiatives are effective and appropriately tailored to the intended audience</li> <li>• Constructive feedback is given to others and approach adapted so that it is appropriate to their level of experience and learning style</li> </ul>
<p><b>Support implementation of the compliance framework for the reporting standards</b></p> <ul style="list-style-type: none"> <li>• Provide expertise, advice and support in developing and implementing the compliance framework for the reporting standards</li> <li>• Proactively identify improvements in how we monitor and assess the charitable sector's compliance with reporting standards</li> <li>• Contribute to prioritisation processes for the Investigations team in selecting charities to undergo detailed assurance checks</li> </ul>	<ul style="list-style-type: none"> <li>• Continued improvement in how we monitor the sector's compliance with the reporting standards</li> <li>• Financial knowledge and experience is shared freely with investigations colleagues</li> <li>• Plays a key role in development and updating of operational policies relating to charity compliance with their financial obligations</li> <li>• Exercises judgement in accordance with delegations on compliance decisions related to financial reporting</li> </ul>

What you will do to contribute	As a result we will see
<p><b>Relationship management</b></p> <ul style="list-style-type: none"> <li>Develop effective working relationships with managers and colleagues in Charities Services to contribute to a positive team culture</li> <li>Work effectively with, and represents the view of Charities Services to, the sector, the External Reporting Board, other professional accountancy bodies and government departments</li> <li>Represent Charities Services at critical and potentially sensitive meetings with the Charities Registration Board</li> <li>Represent Charities Services' views at meetings with internal and external stakeholders using excellent communication and relationship management skills</li> <li>Support the maintenance of departmental relationships with CAANZ and CPA Australia</li> </ul>	<ul style="list-style-type: none"> <li>Positive relationships with customers, stakeholders and colleagues</li> <li>Confidently provides a Charities Services' view on issues</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 Engagement & Business Improvement	✓	✓	✓	✓		✓
	Manager Regulatory and Compliance Accountant	✓	✓	✓	✓		✓
	Team Leader Capability	✓	✓	✓	✓		✓
	Other Charities Services' staff	✓	✓	✓	✓		✓
	Accountants cohort in Regulatory Services and Finance		✓	✓	✓		
	Other staff in the Branch and Department	✓	✓	✓	✓		✓
External	Charitable organisations and their advisers	✓	✓	✓	✓		✓
	Charities Registration Board	✓		✓	✓		
	External Reporting Board and other professional bodies	✓	✓	✓	✓		✓
	Overseas jurisdictions e.g. Australian Charities and Not for Profit Commission	✓	✓		✓		
	Other government departments	✓	✓	✓	✓		✓

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 <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> <li>• Interpersonal savvy</li> <li>• Navigating complexity</li> <li>• Communicating with influence</li> <li>• Technical and specialist learning</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in interpreting and understanding financial and performance reporting standards</li> <li>• Experience working in a regulatory environment (preferred)</li> <li>• Experience of computerised accounting systems and extensive use of modelling tools (e.g. Excel)</li> <li>• Four or more years of experience in a professional accounting role</li> </ul> <p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of accounting practices in the not-for-profit sector</li> <li>• Knowledge of the reporting standards for the not-for-profit sector</li> <li>• Knowledge or assurance standards as they apply to the not-for-profit sector</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to translate technical financial reporting standards into plain English requirements that can be understood by non-accountants</li> <li>• Ability to communicate both orally and in writing in a clear, purposeful and confident manner</li> <li>• Write well researched and constructed documents which are clear and concise</li> <li>• Build and maintain productive relationships with key stakeholders, particularly in the charitable sector, professional organisations, and other government entities</li> <li>• The ability to work under pressure and with little supervision to meet deadlines, set priorities and meet the requirements of management</li> </ul> <p><b>Education and Professional Memberships</b></p> <ul style="list-style-type: none"> <li>• Full membership of Chartered Accountants Australia and New Zealand or, or equivalent body, is essential.</li> </ul> <p><b>Other requirements</b></p> <p>Appropriate security clearance</p>