

Job Title:	Financial Controller
Branch:	Shared Services Branch
Business Unit:	Finance
Reporting to:	Chief Financial Officer, Shared Services
Location:	Wellington
Salary Range:	Corporate L 142,242 – 192,445

Context

DIA is currently implementing an innovative shared financial service arrangement with Inland Revenue and strengthening our financial leadership and services to the department to support our expanding role. The operating context for the Department is diverse and challenging. The Financial Controller operates within a complex financial environment managing the outsourced financial service and providing robust internal financial control across the Department.

Our Finance vision is: **Trusted, Collaborative, Advice Beyond the Numbers.**

The Financial Controller leads the Financial Control team within the Centre of Expertise delivering robust DIA wide internal controls, finance system support and financial accounting and external reporting.

Purpose

The Financial Controller position purpose is to:

- **Lead** the Financial Control team in development of a robust internal control environment, and effective financial management information systems and financial accounting practice to ensure accuracy, timeliness and completeness of financial information to support DIA decision makers, in particular the Executive Leadership Team;
- **deliver** excellent financial services through leading an engaged team of finance professionals who add value to the Department through providing robust internal controls and finance policies; manage a fit for purpose financial management information system and produce timely, accurate financial information and external reporting; embrace a high performance and continuous improvement culture; and support the strategic and operational decision making process; and
- **assure** the CFO, Chief Executive (CE), and the Internal Affairs Executive Leadership Team (ELT), that financial management processes, procedures and reporting comply with legislative requirements and best practice.

Key accountabilities

Lead the Financial Control team

Lead the Financial Control team to provide finance services through:

- strategic technical financial advice to CFO, Business Partners, Ministers, the Chief Executive (CE), Executive Leadership Team (ELT) and its Governance Committees;
- intellectual leadership and clear direction and expectations of the Financial Control Team's performance;
- development and review of finance policies, procedures and guidance documents
- lead planning and management of system change and developments (including information held in the SAP system owned and managed by IR)
- lead relationship management for the IR shared service arrangement
- provide trusted financial advice across the organisation in a manner that is consistent with the principles described in the Financial Operating Model to:
 - guide, challenge and consult the organisation towards economical decision making and value generation;
 - consult, challenge and guide the organisation towards a common understanding of business opportunities and their financial consequences;
 - foster dialogue and cross-functional understanding of the complete financial picture within the organisation;
 - champion a collaborative approach to deliver insight and understanding beyond the numbers to deliver better business outcomes for the Department and wider government.

Lead the Financial Control team to work as trusted advisors by:

- leading a clear vision of the future state of finance and help others understand, and feel, how things will be different when the vision is achieved;
- embedding positive behaviours which support action towards the vision;
- delivering robust, clear policies and procedures for effective financial management;
- inspiring and motivating staff to achieve results and deliver services in a manner that is consistent with the operating model for financial management;
- leading in a manner that encourages continuous improvement, a willingness to initiate and implement new ideas, and drive to get things done;
- creating, maintaining and developing a high performance culture across the Financial Control team and wider finance function. Championing a talent-rich finance function through the creation, maintenance and extension of a comprehensive talent management and succession programme;
- supporting the creation of an attractive employment brand for the Department's finance team.
- working collaboratively with other Shared Services trusted advisors to provide a cohesive shared service to business managers.

Delivering excellent financial services

- Working with the CFO, Business Partners and the Manager Management Accounting and Analysis to ensure that Financial Control services forms part of a cohesive shared services experience for business managers;
- delivering timely and accurate financial processes and financial information to the Department and with entities to which DIA provides financial services including LGB, and Trusts;
- working with IR to deliver fit for purpose finance system functionality, accurate and timely period end processing and period close;
- working with Shared Services colleagues to deliver a relevant, user friendly Finance Service Catalogue; working with the Strategy and Governance Branch to develop and produce relevant accountability documents (SOI, Estimates etc);
- preparation of the financial sections of the Annual Report in an efficient manner;

- mange the audit process for the Department and all entities for which the Department provides accounting services;
- completing monthly quarterly and annual reporting to Treasury;

Improve Financial Performance and Capability across the organisation by:

- building DIA wide financial management capability and confidence;
- using a customer-focused approach to the delivery of financial information and advice in accordance with the Finance Operating Model and its principles;
- providing customer-focused feedback, insight and recommendations to the business on finance policies and other financial matters, focussing on key drivers;
- encouraging the adoption of a high performance finance culture across the Department through effective communication, timely delivery of insightful advice, and the maintenance and extension of appropriate accountability frameworks;
- championing a process to routinely refresh the Department's finance talent pool.

Assuring Chief Executive (CE), and the Internal Affairs Executive Leadership Team (ELT)

Manage the provision of Department's financial information including:

- informing the CFO and Business Partners of identified material financial risks and issues promptly to ensure no surprises;
- delivering accurate, meaningful and timely, internal financial management and external accountability reports;
- providing advice on the management and governance of the financial and cash positions
- driving the development of policies, strategies and plans for all the core areas of financial management, including key policies such as delegation and regulatory and proprietary policy;
- providing guidance manuals and a library of policies and processes to support financial management across the Department, including purchase to pay;
- maintaining up to date knowledge of financial control and related areas, including legislation, emerging trends and best practice;
- monitoring the debt management process;
- focusing on continuous improvements to Department's internal control environment;
- monitoring and reconciliation of source systems to the finance system, including POS;
- ensuring prudent use of resources by standardising, consolidating and automating processes and systems in a manner that balances the legislative and control requirements to meet internal and external customer needs presently and in the future;
- ensuring highlighted gaps in core financial processes and systems as identified through mechanisms including, but not limited to, the annual audit report, are addressed;
- support the Chief Executive in carrying out his financial responsibilities through the development of accounting policies and internal control procedures that go beyond compliance with statutory and accounting requirements but meet with accepted best practice.
- work with Internal and External Audit to ensure efficient audit processes;
- responsibility for the financial information included in accountability documents such as the Main and Supplementary Estimates, the Statement of Intent and the Annual Report;
- representing the Department at Ministerial meetings, Cabinet Committee meetings and Select Committees as required on financial matters;
- building and maintaining strong relationships with external agencies and stakeholders, including with entities to which DIA provides financial services, which enhance the integrity and credibility of the Department;
- develop and maintain strategic relationships across the sector as required, including with the IRD shared transactional service.

Health & Safety (for self)

- Takes personal responsibility for keeping self free from harm;
- follows safe working procedures;
- reports incidents promptly;
- reports hazards promptly and suggests appropriate remedies;
- knows what to do in the event of an emergency;
- co-operates in implementing rehabilitation plans.

Health & Safety (for the team)

- Ensure staff are informed of Health and Safety requirements in the workplace, and are adequately trained to carry out their work safely;
- ensure the prompt and accurate reporting, recording and investigation of all workplace incidents and injuries;
- ensure all hazards are promptly assessed for their significance, and managed.

Key Relationships

Key Relationships and Nature of Interaction	Advise	Collaborate with	Influence	Inform	Manage/Lead	Deliver to
Internal						
Members of the Shared Services Branch Leadership Team	✓	✓	✓	✓		✓
Budget Managers	✓	✓	✓	✓		✓
Community Operations - LBG and Committee Administration Support	✓	✓	✓	✓		✓
Members of the Finance Leadership Team	✓	✓	✓	✓		✓
Members of the Finance Group	✓	✓	✓	✓	✓	✓
External						
Entities to which financial services are provided including the Lottery Grants Board and Trusts	✓	✓	✓	✓		✓
The Treasury		✓	✓	✓		✓
Audit New Zealand		✓	✓	✓		✓
Inland Revenue Department		✓	✓	✓		✓
Finance and accounting professionals within both the Public and Private Sectors		✓	✓			
Human Resources		✓	✓	✓		✓
Property Management		✓	✓	✓		✓

Accountabilities and Delegations

Staff Management

Number of direct reports	Up to 4
Total number of staff reporting	Up to 10

Delegations

Human Resource Delegations	TBC
Financial Delegations	TBC
Approve expenditure by ELT members	
Sign annual report	

Security Level

Confidential

Person Specification

Experience/Knowledge/Skills

- At least 5 years financial leadership experience at senior levels;
- Proven experience in a financial control role in a large Ministry or Department, or relevant private sector experience;
- The ability to gain quickly a good understanding of Internal Affairs policy and operational objectives and provide reliable, reasoned technical advice to the CFO;
- The ability to engage and influence senior staff providing appropriate challenge when necessary
- In-depth experience of management issues (people, change, resources, systems and processes)
- Strong problem solving and ability to make decisions based on accurate and timely analysis
- Proven success in effecting transformed financial management from design, implementation, delivery through to benefits realisation
- Proven success in leading, motivating and managing a team of engaged financial professionals
- Articulate written and verbal communication
- Strong interpersonal skills, ability to communicate, manage well at all levels of the organisation and influence across boundaries
- Proven ability to build strong relationships and to work collaboratively, with advanced interpersonal and relationship management skills, and well-developed political nous
- Proven track record in delivery of financial services in a timely and high quality way, with integrity and efficiency
- Excellent knowledge and understanding of the Public Finance Act, government budget processes and public sector-specific accounting standards and disciplines

Education and Professional Memberships

- A relevant tertiary qualification in commerce, finance and accounting
- Fully qualified finance professional (Chartered Accountant/Certified Chartered Accountant or equivalent membership of a recognised professional accountancy body) is essential
- Evidence of continuing professional development is essential

Competencies

The Competencies** required for this role fall within a competency cluster, which are broad themes of skills, behaviours and abilities.

Cluster	Competency
Deliver results through vision	Political Savvy
	Strategic Agility
	Managing Vision and Purpose
	Intellectual Horsepower
	Decision Quality
	Dealing with Ambiguity
Deliver results with people	
	Motivating Others
	Building Effective Teams
	Interpersonal Savvy
	Developing Direct Reports and Others
	Organisation Agility
Deliver results through execution	Effectiveness for Maori*
	Drive for Results
	Customer Focus
	Negotiating
Deliver results through self	Priority Setting
	Integrity and Trust
	Managerial Courage

*With the exception of Achieves Effectiveness for Māori, the competencies DIA uses are derived from the Competency Sort Cards developed and copyrighted by Lominger Limited, Inc. No part of the Lominger competencies may be used, reproduced or transmitted in any form or by any means, by or to any party outside of The Department of Internal Affairs.

**Competency descriptors can be found on the DIA intranet (1840) or by contacting your hiring manager.