

## Financial Accountant | Te Kaikaute Putea Matua

### Working in the Public Service | Nga mahi o te tari kāwanatanga

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa ināianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake 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.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>)

### About Stats NZ | Mō Tatauranga Aotearoa

As New Zealand's national statistics office, Stats NZ Tatauranga Aotearoa is uniquely positioned to support the decisions that the Government, Māori and Iwi organisations, businesses, NGOs, and New Zealanders make every day. Our structure, culture, and systems are designed with collaboration and customers in mind – mobilised and working together to realise our ambition: **About Aotearoa, for Aotearoa – data that improves lives today and for generations to come.**

The increased availability of data brings data-driven innovation. Insights obtained from exploring data can lead to new and creative approaches in business, public services, and customer experience – ultimately improving the wellbeing of New Zealanders. Stats NZ Tatauranga Aotearoa, as data stewards and leaders of the data eco-system proactively protect and enhance the provision of good quality data to realise the value of data.

Stats NZ Tatauranga Aotearoa is led by the Chief Executive who is also the Government Statistician and Government Chief Data Steward.

### Te Tiriti o Waitangi

As an employee of Tatauranga Aotearoa Stats NZ and as a public servant, you are expected to recognise and respect the Crown's responsibility to give effect to Te Tiriti o Waitangi and the Treaty of Waitangi – incorporating it into your work and becoming an informed and confident te Tiriti partner. By embracing and uplifting te reo Māori, tikanga and te ao Māori at work you are contributing to the Crown's commitment under the Public Service Act 2020 to engage with Māori and support the Māori-Crown relationship.



## Role Purpose | Mō te tūnga

In your role as Financial Accountant you will provide professional financial accounting advice and assurance to support accurate, compliant and credible financial reporting for the organisation.

Reporting to the Deputy Chief Financial Officer (CFO) and working in close partnership with the Financial team, the role applies judgement across a range of accounting, reporting and compliance matters, contributes to the management of financial risk and supports sound decision making through high-quality financial information. Successful delivery in this role is measured by the below outcomes in the table below.

Requirements in your role may change with the needs of the organisation.

Key Outcomes	Accountabilities
Financial information is accurate and produced on a timely basis	<ul style="list-style-type: none"> <li>• Manage month-end and year-end activities, ensuring the integrity, completeness, and accuracy of financial, statutory and management reporting.</li> <li>• Ensure tax obligations are met, including GST and FBT returns</li> <li>• Apply professional judgement when interpreting and implementing Tier 1 PBE accounting standards and related requirements, identifying and resolving accounting issues as they arise.</li> <li>• Prepare journals and accruals as required to ensure all financial transactions are accurately recorded</li> <li>• Maintain and develop a best practice internal control environment</li> <li>• Complete the balance sheet reconciliations</li> <li>• Identify, assess, and address financial accounting and reporting risks that could impact audit outcomes, Treasury confidence or compliance with statutory obligations.</li> <li>• Contribute to the development and continuous uplift of financial accounting policies, standards and controls to strengthen assurance and consistency across the organisation.</li> <li>• Perform other tasks and projects as requested by the Deputy CFO or the CFO.</li> </ul>
Technical leadership, advice and financial services are provided to Stats NZ	<ul style="list-style-type: none"> <li>• Actively show and promote best practice and be open to new ways of working</li> <li>• Contribute to the development, maintenance and implementation of Stats NZ financial policies, practices, finance systems and tools to support decision making</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide technical advice on financial accounting matters, including interpretation of accounting standards, Treasury requirements, and Public Finance Act obligations, supporting informed and compliant decision-making.</li> <li>• Support the internal quality controls environment established by the Finance team</li> <li>• Co-ordinate and prioritise the response to ad hoc requests for business information and advice</li> </ul>
Excellent relationships with internal and external auditors and Treasury	<ul style="list-style-type: none"> <li>• Act as key contact for audit processes for the external auditors applying judgement to ensure information provided is accurate, well considered and responsive to audit issues during the interim and year end audits</li> <li>• Prepare work papers and explanations to support the interim and year end audits</li> <li>• Follow up on recommendations for improvements when provided by the external and internal auditors</li> <li>• Support the preparation, support and, in some cases, complete the baseline updates and appropriations, applying judgement to identify issues and ensure completeness and accuracy prior to submit the CFIS reporting meeting deadlines. This includes OBU, MBU, PREFU, Actuals, forecast tracks, Estimates and Supplementary Estimates</li> <li>• Manage Treasury cash requests</li> </ul>
Finance systems operate effectively	<ul style="list-style-type: none"> <li>• Identify opportunities to improve financial systems and processes, contributing to the design and implementation of improvements with consideration of organisation-wide impacts.</li> <li>• Support the implementation of improvement to systems and processes</li> <li>• Maintain up to date documentation on how systems and processes work</li> <li>• Support Stats NZ in the use and understanding of the finance system</li> <li>• Escalate issues as required to the Deputy CFO or CFO that will contribute to the development and improvement of the finance system.</li> <li>• Spark an interest in the wider organisation in the use and understanding of the finance system</li> </ul>
Professional and customer centric Finance team	<ul style="list-style-type: none"> <li>• Develop the financial accounting functions to ensure a professional, customer focussed and service-oriented culture exists within the team</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide back up and support to the team as and when required</li> <li>• Provide training, coaching and support the development of the Finance team, contributing to shared understanding, consistent practice and ongoing Finance capability development.</li> </ul>
Demonstrates commitment to Stats NZ Tatauranga Aotearoa policies, procedures, strategy, and related initiatives.	<ul style="list-style-type: none"> <li>• Supports our Strategy, Mana Ōrite Relationship Agreement, Statistics Act 2022 and abides by other policies.</li> <li>• Supports and engages with our Diversity, Equity and Inclusion Roadmap, policy, and principles.</li> <li>• Actively demonstrates <a href="#">The Way We Work</a> principles which speak to what we care about, how we do things and what is needed for all our people to be successful in our organisation.</li> <li>• Demonstrates commitment to being a confident and capable partner of Te Tiriti o Waitangi. This includes an understanding of its relevance to your role as a public servant and the work you undertake at Stats NZ Tatauranga Aotearoa and building knowledge in te ao Māori, te reo Māori and tikanga.</li> </ul>
Demonstrates as a model public servant committed to initiatives and values outlined in the Public Service Act 2020 and any subsequent adaptations.	<ul style="list-style-type: none"> <li>• Support and promote initiatives from Te Kawa Mataaho Public Service Commission, including Papa Pounamu and Kia Toipoto. <ul style="list-style-type: none"> <li>• Develop and maintain cultural capability to positively contribute to Māori Crown Relations initiatives, and actively support others to support this.</li> </ul> </li> <li>• Adhere to Ngā uara o Te Ratonga Tūmatanui Public Service values as per section 16 of the Public Service Act 2020: <ul style="list-style-type: none"> <li>○ Impartial – treating people fairly without personal favour or bias.</li> <li>○ Accountable – taking responsibility and answering for work, actions, and decisions.</li> <li>○ Trustworthy acting with integrity and being open and transparent.</li> <li>○ Respectful – treating all people with dignity and compassion, acting with humility.</li> <li>○ Responsive – understanding and meeting people’s needs and aspirations.</li> </ul> </li> </ul>
Demonstrated commitment to Health, Safety and Wellbeing while at work.	<ul style="list-style-type: none"> <li>• Take personal responsibility for your own health safety and wellbeing.</li> <li>• Ensure your actions or lack of action do not adversely affect the health and safety of others.</li> </ul>

	<ul style="list-style-type: none"> <li>• Report any incidents, near misses or any other concerns relating to health safety and wellbeing. <ul style="list-style-type: none"> <li>• Make all efforts to comply with Tatauranga Aotearoa Stats NZ Health Safety and Wellbeing policies and processes to ensure the organisation is compliant with the current Health and Safety Act or regulations.</li> </ul> </li> </ul>
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## Person specification | Ngā āhuatanga e hiahiatia ana e mātou

### Core requirements

- A relevant tertiary qualification and/ or equivalent relevant experience for this role.
- Be a Chartered Accountant Australia and New Zealand (CA ANZ) or working towards this or equivalent is preferred
- Minimum 3 years’ experience reviewing and maintaining internal control frameworks, preparing financial statements and balance sheet reconciliations and working with Treasury’s CFIS.
- Ability to establish and maintain successful working relationships
- High standards of professionalism and performance driven
- Experience using everyday office software including a laptop/tablet, phone, Microsoft suit of products e.g., Outlook, Word, Excel, Intranet, online communications channels for meetings and chat.
- Written and oral communication skills suitable for a varied audience in a corporate setting.
  - Competency or fluency in te reo Māori language or possess a willingness to develop knowledge and competence. (By 2040 Government aims to have 85% of its workers speaking te reo Māori).
  - Understands Te Tiriti o Waitangi relevance to own role as a public servant and seeks opportunities to better meet the information needs of Māori. Supports initiatives to increase responsiveness to Māori.

### Desirable

- A broad knowledge of the machinery of government and working in the public sector would be an advantage.

## Finance Team | Rōpū Kaikaute Pūtea

The Finance Team is a part of the wider Finance Team which reports to the Chief Financial Officer and is part of the Prioritisation, Resource & Delivery (PRD).

