

POSITION DESCRIPTION

Position:	Senior Financial Accountant – Fixed Term (0.6 FTE)
Reporting to:	Chief Finance Officer
Direct reports:	Nil
Location:	Wellington
Tenure:	Permanent
Date	October 2025

Te Aronga o te Ratonga Tūmatanui/ Public Service Purpose

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata o Aotearoa i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei tautoko i te Karauna i runga i ōna 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 hapori, 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.

Our Role, Purpose and Vision

We are the Government's principal advisor on improving the lives of wāhine women and kōtiro girls in Aotearoa New Zealand. This sees us provide system leadership, working across government and with a range of partners and groups to improve outcomes for wāhine women and kōtiro girls. Our people are crucial to achieving our strategic outcomes set out in our Strategic Intentions document.

Our work currently focuses on achieving four strategic priorities:

- Economic empowerment: ensuring all women and girls have economic security and independence, supporting them to thrive.
- Representation and leadership: building meaningful participation for women and girls at every level of society.
- Safety: supporting women and girls to be safe from all forms of violence.
- Wellbeing: supporting women and girls to have good health and wellbeing.

In addition to our four priority areas, we are committed to working with wāhine Māori to progress shared goals and aspirations, while our international work protects and promotes the rights of women and girls.

Our Ko wai mātou – our ways of working

Our ko wai mātou reflects who we are and what's most important to us. They guide and influence how we work as individuals, as teams and as one Ministry to achieve the best outcomes for those we serve – wāhine women and kōtiro girls of Aotearoa New Zealand.

Our Ko wai mātou are:

- Kia Māia – we are brave and courageous in all that we do.
- Tuia mai – we embrace and support wāhine from all communities.
- Whakamanawa – we lead with heart to achieve the best outcomes for wāhine.

Position Purpose

The primary purpose of the position is to oversee the provision of high quality financial accounting services, payroll processing services and deliver financial management reporting services that support the organisational strategies of Manatū Wāhine Ministry for Women.

Key Result Areas

Focus	Responsibility
Oversee the Effective Delivery of Financial and Payroll processing services	Administration of the delivery of best practice financial and payroll processing services across the Ministry. This includes: • Ensuring the outsourced financial processing of supplier invoices and payroll processing services is conducted efficiently and effectively. • Providing quality checks and review of supplier batch payments on a timely basis. • Maintaining an oversight of all transactions for data integrity and compliance with tax and organisational policy. • Ensuring timely completion of GST returns. • Preparing monthly journal entries and accruals. • Maintaining the fixed assets register. • Preparing credit card reconciliation and ensuring appropriate authorisations are in place. • Providing advice and information regarding financial transaction processes to Ministry staff as required to support adherence with policy, process and best practice. • Maintaining historical records as required and in accordance with agreed standards and processes. • Review and provide quality assurance that the fortnightly payroll run prepared is accurate and is supported by proper documentation with appropriate level of approval. • Ensuring all administrative requirements concerning Datacom are maintained and accurately recorded.

Focus	Responsibility
	• Preparing all relevant fortnightly payroll journal entries as well as any manual payroll journals. • Working in conjunction with HR Team to respond to payroll queries from staff and managers. • Ensuring strict confidentiality and security of all staff information at all times. • Providing information and reporting to meet audit requirements as well as working with auditors when payroll and other related processes are being audited in conjunction with the Finance Manager and Principal Advisor, HR. • Updating relevant financial figures for the Annual Report • Reviewing and approving payments weekly in Westpac banking system. • Ensuring bank reconciliation is completed monthly. • Preparing carbon reporting on Ministry's emission data for carbon emission reporting and audit certification. • Working with the Toitu Auditors for the end of year carbon audit verification process. • Providing back-up support services for supplier invoices and payroll processing services as required. • Identify opportunities for continuous improvement in the areas of financial and payroll processing, internal controls, reconciliations, month end processes, and legislative compliance.
Management of systems, processes, policies, and provision of financial management reporting	Develops and maintains financial processes and reporting for the Ministry. This includes responsibility for: • Understanding and maintaining financial system processes and policies. • Ensuring financial policies and procedures are relevant and meet internal control environments. • Ensuring that all processes are documented and that these are regularly reviewed/updated. • Completing the month end process includes preparing monthly balance sheet reconciliations and ensuring that all clearing entries are actioned. • Completion of accurate and complete monthly reporting to the Treasury through CFISnet. • The preparation of monthly management reports. • The preparation of draft annual financial statements. • The provision of financial information to assist management in decision making, including investigative analysis and reporting on an ad hoc basis such as OIAs and PQs.

Focus	Responsibility
	- Gathering of timely and accurate data for Select Committee reviews and any other information gathering or reporting requirements across government agencies, of a financial nature. - Supporting the Chief Financial Officer with the provision of financial management advisory services. - Writing finance business papers and reports for the leadership team to enable informed governance decisions. - Drafting financial papers and reports for Treasury and the Minister.
General	- Supports and contributes to appropriate Ministry-wide projects as required. - Maintains an awareness of the wider team activities and work in order to proactively respond to urgent needs and provide support where needed. - Establishes and maintains effective and proactive working relationships with all internal and external contacts. - Undertaking additional responsibilities as requested.

Key Functional Relationships

Internal: Te Tumu Whakarae mō te Wāhine | Chief Executive
Corporate Services team
Principal Advisor, HR and Corporate Services
Manatū Wāhine kaimahi

External: Government agencies
Partners and stakeholders
Contractors and suppliers
Treasury and Audit NZ

Person Specification

- CA qualified/studying towards or equivalent tertiary qualification.
- 3 + years of experience in the field/s of finance and payroll administration.
- Familiarity with public sector accountability and Treasury reporting requirements.
- Demonstrated knowledge, understanding and application of governing legislation, including (but not limited to) State Service Act 1988, Employment Relations Act 2000, Holidays Act 2003 and Wages Protection Act 1983.
- Demonstrated experience with financial accounting systems and payroll systems and intermediate to advanced skills in Microsoft Word, Excel, and Outlook.

- Proven ability to work methodically and systematically with a high level of accuracy and attention to detail.
- Ability to manage competing priorities and meet multiple deadlines.
- Demonstrated ability to cultivate, develop, and maintain key relationships.
- Proven experience in identifying and implementing improvements to systems and processes.

Capabilities

1. Leadership

Te Kawa Mataaho Leadership Success Profile (LSP) describes what ‘good’ leadership looks like at all levels within the New Zealand public sector.

While your role is not a people leadership role, the following leadership characters are important.

Leadership Characters
Curious
Honest and courageous
Resilient
Self-aware and agile

You can find further information on the LSP here: [Leadership Success Profile](#)

2. Māori Crown Relations

The [Māori Crown Relations Capability Framework](#) describes what Māori Crown relations skills are needed for effective leadership looks across New Zealand’s Public Service. In addition to the current core focus competencies for the Ministry, additional specialist competencies will be required.

Other Requirements

You are required to comply with the standard operating requirements of Manatū Wāhine, i.e. you must comply with all the health, safety & wellbeing standards, financial, people, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).

Changes to Position Description

Positions at the Ministry may change over time as it evolves and priorities change. Responsibilities may change as the job evolves over time, and the manager of this position may initiate such change as necessary.