**Kaikaute Whakahaere Management Accountant**

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|  | **Te Puni:** |  Te Puni Tautoko Whakahaere - Organisational Support |
| **Reports to:** |  Kaiwhakahaere Pūtea - Manager Finance |
| **Location;** |  Tari Matua, Te Whanganui a Tara - National Office, Wellington |

**ORGANISATIONAL STATEMENT**

Te Puni Kōkiri’s core purpose is ensuring that iwi, hapū and whānau Māori succeed as Māori.  Our role is to support Government to strengthen Treaty of Waitangi partnerships and facilitate iwi, hapū and whānau Māori to succeed at home and globally through:

* **Ārahitanga:** Provision of strategic leadership and guidance to Ministers and the state sector on the Crown’s on-going and evolving partnerships and relationships with iwi, hapū and whānau Māori
* **Whakamaherehere:** Provision of advice to Ministers and agencies on achieving better results for whānau Māori
* **Auahatanga:** Development and implementation of innovative trials and investments to test policy and programme models that promote better results for whānau Māori

Our work is focused around five inter-related kaupapa

* Crown - iwi, hapū and whānau Māori relationships
* State sector effectiveness for Māori
* Strengthening cultural wealth
* Skills, learning and education
* Strengthening economic wealth

For further information about Te Puni Kōkiri please visit our website: [www.tpk.govt.nz](http://www.tpk.govt.nz/)

**O TĀTOU WHAIPAINGA – OUR VALUES**

**Te Wero** – *We pursue excellence*.

We strive for excellence and we get results. We act with courage when required, take calculated risks and are results focused.

**Manaakitanga** - *We value people and relationships*.

We act with integrity and treat others with respect. We are caring, humble and tolerant. We are co-operative and inclusive.

**He Toa Takitini** – *We work collectively.*

We lead by example, work as a team and maximise collective strengths to achieve our goals.

**Ture Tangata** – *We are creative and innovative.*

We test ideas and generate new knowledge. We learn from others and confidently apply new knowledge to get results.

**Te PUNI (or group) Statement**

The Organisational Support Te Puni supports Te Puni Kōkiri by providing the processes, systems and advice that enables the organisation to operate effectively, including:

* Information Services
* Technology services
* Finance
* Legal Services
* Human Resources & Capability
* Ministerials & Business Support
* Asset Management
* Communications

**Arumoni -** Finance

 Financehas five key functions:

To provide timely and accurate financial information to meet the external financial reporting requirements of Te Puni Kōkiri

To provide Te Puni Kōkiri with leadership in the area of financial and facilities management, so as to contribute to on-going improvements in organisational performance

To provide business groups with specialist financial knowledge and expertise to ensure financial strategies and policies are successfully implemented across Te Puni Kōkiri.

To provide an efficient financial and facilities management administration service, including an accounts payable service, purchasing, maintenance and other administrative services.

To provide an oversight of procurement and contracting processes including running tenders, negotiation of terms and contract preparation and assisting Te Puni Kōkiri to meet its state sector obligations.

Job Description Updated & Certified: Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ /

**PURPOSE**

The Management Accountant is responsible for the provision of regular, timely, and accurate costing and financial information and advice to the Manager Finance and the Chief Financial Officer. Integral to this work is the provision of responsive, specialist advisory services to budget managers, to assist them in meeting their financial responsibilities.

**DIMENSIONS**

**Range of Influence**

The Management Accountant will have influence on the accuracy and effectiveness of financial management and reporting. This is provided through the development of budgets and effective reporting of financial results in coordination with budget managers.

**Leadership**

No direct reports. At times, the Management Accountant will be required to represent the views of Finance to other members of internal staff or the views of Te Puni Kōkiri to external clients.

**Finance**

No direct budget responsibility or financial delegation.

**Health and Safety**

Understand, promote and demonstrate a commitment to sound health and safety practices by applying Te Puni Kōkiri Health and Safety Policies and Procedures.

**SPECIFIC ACCOUNTABILITIES AND DELIVERABLES**

**Management Accounting**

* Provide proactive and responsive advice and expertise to budget managers and Deputy Chief Executives.
* Consolidate all monthly year to date and forecast results from across the Te Puni and prepare commentary and results for reporting to the Executive Team and Minister for Māori Development.
* Prepare annual budgets for each Te Puni.
* Assist managers in the preparation of business cases and budget bids.
* Undertake the financial review and analysis of entities on behalf of the Minister including Te Taura Whiri i te

 Reo Māori, Te Mangai Pāho, Māori Television Service, Māori Council, Māori Wardens, Te Putahi Paoho and

 Māori Trust Boards;

* Ensure issues and financial risks are brought to the early attention of the Chief Financial Officer.
* Undertake one-off special projects as required.

**Public Accountability**

* Manage Te Puni Kōkiri’s reporting requirements to Treasury via CFIS which includes monthly reporting of year to date results, the budget baseline and other fiscal updates.
* Contribute to the development of the Estimates of Appropriation and Supporting Information, Forecast Financial Statements, Statement of Intent and Annual Report.

**Financial Accounting**

* Assist in the development of appropriate financial accounting policies and processes.

**Relationship Management**

* Develop and maintain a customer-focussed approach to the delivery of timely, accurate, appropriate financial information and advice to managers.
* Develop and maintain excellent understanding of each Te Puni.

**KNOWLEDGE, SKILLS AND EXPERIENCE**

**Essential**

* Demonstrate a high level of strategic and systems thinking ability;
* Demonstrate in-depth knowledge and experience in preparing financial information and all associated processes, including up-to-date knowledge of financial reporting standards (NZ IFRS and GAAP);
* Knowledge and experience in financial management information systems;
* Demonstrated effectiveness in quality assurance standards
* Strong interpersonal skills and the ability to work collegially and cooperatively with others
* Demonstrated competence in Microsoft excel and word

**Preferred**

* A member of the Institute of Chartered Accountants of New Zealand or working towards this or the equivalent is preferred; however
* A tertiary education in Accounting is acceptable or a broad experience in financial management.

**COMPETENCIES**

Our competency frame work incorporates core abilities that are relevant across the organisation and technical abilities specific for each role. Our competencies are represented by the Poutama, symbolising the journey of growth and development that a person takes to realise their own potential, by developing in steps and building on

the knowledge and skills that they already have. The following indicators represent the manifestation of competencies required for this role.

***ROLE SPECIFIC COMPETENCIES***

**Planning/Project Management**

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| You are at Tipuranga when you:

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| **Provide input to Ministry planning documents and link projects to Ministry outcomes** You need to provide high-quality contributions to external and internal planning documents such as quarterly and annual reports, team business plans, output plans, budget preparation, and development and delivery of the Statement of Intent. You should be able to draw linkages to the Ministry’s outcomes hierarchy and think through project outcomes within this framework.  |
| **Contribute to larger projects** You may contribute to (rather than lead) projects of greater complexity, sensitivity, conflict and risk. This may include leading a project work stream assigned by a project manager. You will need to operate relatively independently within clear designated groups, with support from senior staff or managers. You will act within agreed bounds of projects while using initiative for definition and delivery of your own outputs.

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| **Manage small to medium contracts** You need to: • be able to plan, manage and report against small to medium contracts and budget components; • be fully aware of and understand the Ministry’s procurement processes and financial policies; • monitor and manage contractors’ performance against deliverables and ensure you meet the Ministry’s requirements. As you become more experienced, you may lead expressions of interest and tender processes. You need to be able to use the Ministry’s contract management system and draft high-quality contracts in consultation with the Legal Team and/or other senior staff.  |
| **Identify project priorities, risks and opportunities** Within your own work areas, you should be able to identify work priorities within projects, and the associated risks and opportunities. You will need to think several steps ahead and anticipate and adjust for problems or risks.  |
| **Lead, plan and report on projects** You will lead defined small scale projects using the Ministry’s project management methodology. You will lead, plan and report on projects – including multiparty (internal and external) projects. This includes the development of a project plan including resource requirements and performance measures. You need to: • accurately scope out the length and difficulty of tasks and projects; • identify resource requirements; • identify appropriate project governance arrangements; • measure performance and progress against goals. This includes keeping appropriate people informed of progress and issues/risks. |

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***CORE COMPETENCIES*****Māori Perspective*** Have some understanding of Māori values and knowledge including its origins
* Have basic Te Reo Māori including some vocabulary and structure
* Have an understanding of tikanga and are confident in situations where observed
* Apply a Māori paradigm to your work
* Work alongside Māori groups and take the time to earn their respect
* Understand the basic principles of the Treaty of Waitangi from both Māori and Crown perspectives

**Leadership*** Are committed to the kaupapa of the organisation and carry out work with professionalism
* Coach and mentor less experienced members of team
* Further the team’s goals
* Support other team members to complete tasks
* Take responsibility for being a team member
* Respond and adapt to any changing environment

**Relationship Management*** Build relationships with deference to tikanga values
* Promote the benefits of collaboration and build team identity
* Facilitate individuals working together by identifying common goals, encouraging collaboration and joint ownership of ideas and approaches
* Actively seek opportunities to contribute to positive outcomes for stakeholders
* Identify and initiate contacts that will further the organisations interests in the near and/or longer term
* Avoid focusing on immediate needs to the detriment of longer term relationships
* Consult with a wide audience to attain buy-in and consensus
* Handle difficult or tense situations with diplomacy and tact
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**Communicating Effectively**

* Effectively use Te Reo Māori in your work and are confident when communication with Māori audiences
* Write and verbalise complex ideas in a structured, logical and authorative way, ensuring audience understanding
* Explore and probe arguments and take opportunity to strengthen own points
* Determine what others may need to get out of a communication and what they may have difficulty understanding
* Appreciate when information may be unpopular and create conflict and adapt style accordingly
* Listen to other viewpoints and look for common ground
* Understand the nonverbal message or viewpoint being conveyed by others
* Keep stakeholders informed of immediate and relevant peripheral information

**Results Orientation**

* Understand business plans and advise on medium to long term improvement
* Plan work and significant projects identifying timeframes and priorities; organise and allocate resource; monitor work streams and report on progress
* Analyse complex situations by: breaking into constituent parts; recognise and assess likely causal factors; interpret the information available; look for connections, and devise effective solutions
* Use contemporary and traditional Māori knowledge to achieve results
* Actively consider risk involved in problems or issues and act to mitigate and/or advise appropriate others
* Define work in terms of results and pursue success with energy and drive
* Monitor conditions to anticipate the need to change

**Business Understanding**

* Understand the importance of traditional and contemporary knowledge for Māori development
* Commit to and promote the organisation’s strategies and business objective
* Set operational strategy to achieve business goals
* Understand the reasons behind business policy and procedure and monitor effectiveness
* Understand the purpose and current work of other groups in the organisation
* Understand the Treaty of Waitangi and how it applies to the work of Te Puni Kōkiri
* Understand and consider impact of decisions on wider State Sector
* Work collaboratively with other government agencies
* Have a thorough understanding of the political environment that Te Puni Kōkiri operates within
* Understand the needs of Te Puni Kōkiri’s stakeholders and respond to them

**KEY RELATIONSHIPS**

**Internal**

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| **Contact** | **Nature and Purpose of Relationship** |
| Chief Financial Officer | Overall Unit Manager |
| Manager Finance | Direct Report |
| Team Leader & Accounts Payable Team | Team member. Required to work cooperatively in a coordinated manner at all times. |
| Financial Systems Accountant | Team member. Required to work cooperatively in a coordinated manner at all times. |
| Te Puni Business Managers and Budget Managers | Key clients. Required to meet their financial management and reporting needs, provide advice and guidance in relation to the financial management of their Te Puni. |
| Procurement/Facilities Management | Part of the Finance, required to coordinate timeframes and processes to meet monthly financial reporting requirements. |

**External**

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| **Contact** | **Nature and Purpose of Relationship** |
| No significant relationships |  |

**DECISION MAKING AUTHORITY (INTERNAL JD ONLY)**

The schedule of delegated authorities detail those departmental and non-departmental decisions that this position is authorised to make. The following summarises the key decision making authorities.

**Human Resource Authority**

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| **Area of Delegation** | **Delegated Authority** |
| Recruitment | NIL |
| Remuneration | NIL |
| Development and performance | NIL |
| Ending employment | NIL |

**Financial Authority**

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| **Delegation Level** | **Nil**  |
| Maximum Expenditure Limit | Nil  |

**Non Departmental Delegations**

This position has been delegated the authority to approve expenditure in the following non-departmental areas:

NIL