

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

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| Title: | Management Accountant/ Regional Management Accountant |
| Reports to: | Finance Business Partner/ Team Leader, Financial Service Delivery |
| Group: | Funding and Performance, Corporate Services |
| Location: | Wellington/Various |
| Direct Reports: | No |
| Budget: | No |

OUR ORGANISATION

About us Oranga Tamariki—Ministry for Children is a Ministry dedicated to supporting any child in New Zealand whose wellbeing is at significant risk of harm now, or in the future. We also work with young people who may have offended or are likely to offend. Our belief is that in the right environment, with the right people surrounding and nurturing them, any child can, and should flourish.

Our vision Our vision is: New Zealand values the wellbeing of tamariki above all else.

Our purpose Our purpose is: To ensure that all tamariki are in loving whānau and communities where Oranga Tamariki can be realised.

The Oranga Tamariki way



Our core outcomes Our core outcomes are:

- All children and young people are in loving families and communities where they can be safe, strong, connected, and able to flourish.
- Improved outcomes for all children, especially tamariki and rangatahi Māori.

POSITION PURPOSE

The role of Management Accountant and Regional Management Accountant is to provide trusted, insightful and comprehensive financial advice and support to Oranga Tamariki's front line leaders. This includes the provision of analysis and advice to inform business decisions and enable budget managers to meet their financial accountabilities.

The Management Accountant/ Regional Management Accountant is to:

- Play a key role in lifting financial capability of Oranga Tamariki leaders;
 - Ensure the provision of timely, accurate and relevant information, analysis and business support to assist financial and operational decision-making and management;
 - Support the delivery of accurate and effective financial budgeting and forecasting;
 - Contribute to the enhancement of business performance across Oranga Tamariki;
 - Influence long-term outcomes for business areas including financial sustainability; and
 - Act as a catalyst in driving initiatives critical to delivering the Funding and Performance change programme.
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KEY ACCOUNTABILITIES

Key result area

Key Accountabilities

Financial advice

- Consult, challenge and guide thinking to achieve sound decision making that maximises the benefit from financial resources.
- Provide advice to budget manager of financial risks and/or opportunities.
- Provide spend analysis (historical trends, comparisons, ratios, etc.).
- Provide first line cost modelling and/or financial impact assessments to support business proposals, business cases, etc.
- Facilitate discussions as needed between budget managers and relevant support functions in Oranga Tamariki and Ministry of Social Development.
- Provide advice on the impacts of decisions on appropriations.
- Contribute to the development of initiatives and improvements to current finance practices, policies and procedures.
- Lead and monitor the implementation of accounting policies, systems and procedures.
- Provide advice and assistance with finance system changes.

Coaching and mentoring

- Build effective relationships with our budget managers becoming trusted advisors so as to influence them in the execution of the budget responsibilities.
 - Improve financial understanding and lift the capability of budget managers through coaching, advice and support that adds learning and value.
 - Provide finance training for budget managers, upon appointment and on a periodic basis as determined by Funding and Performance management.
 - Ensure compliance with Oranga Tamariki financial legislation, policies, standards, procedures and business rules by helping budget managers understand them, their associated risks and how to effectively manage those.
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| Key result area | Key Accountabilities |
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| Month-end procedures | <ul style="list-style-type: none"> - Process accruals, other journals, reconciliations, GL account completeness/ reasonableness review, and communications to managers and administrators. - Load volume data. - Review appropriateness of spend. - Prepare forecasts in accordance with agreed methodology. - Action budget and forecast allocations, transfers and adjustments as directed. - Prepare timely and accurate month-end and ad hoc reporting to budget managers. |
| Business planning support | <ul style="list-style-type: none"> - Support budget managers with setting their budgets and contribute to business planning in accordance with Oranga Tamariki budget methodology, procedures, and business rules. - Ensure business planning is appropriately informed with key financial implications. |
| Relationship management and communication | <ul style="list-style-type: none"> - Ensure communications are timely, easily understood and meet the needs of the audience. - Demonstrate commitment, urgency, being visibly open, clear and positive. - Manage the customer relationship successfully and apply learnings to service design and delivery. - Understand budget manager's needs and develop and fine-tune service and support accordingly. - Maintain up-to-date knowledge of business areas. - Build, develop, and grow business relationships vital to the success of Oranga Tamariki that facilitate the growth of effective working relationships between Funding and Performance and other business groups. - Work collaboratively across Funding and Performance to ensure alignment of work programmes. |
| Risk management | <ul style="list-style-type: none"> - Identify any finance related, reputational and/or organisations risks and take action to minimise their impact. - Effectively manage risks, escalating and proposing appropriate mitigation where necessary. |
| Other core accountabilities | <ul style="list-style-type: none"> - Respond to Official Information Act requests, Parliamentary Questions, and Select Committee questions. - Capital and project accounting support. - Maintain contracts register. - Support Strategic Finance and Financial Controller teams with external budget bids, baseline adjustments, external reporting, audits, etc. - Maintain effective records. |

| Key result area | Key Accountabilities |
|---|--|
| Being part of the Oranga Tamariki team | <ul style="list-style-type: none"> - Actively and positively participate as a member of the team and proactively share knowledge and experience across the Group. - Comply with and support all health and safety policies, guidelines and initiatives. - Ensure all incidents, injuries and near misses are reported into our H&S reporting tool. - Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct. - Proactively look for process improvement opportunities and assist with designing and implementing solutions. - Communicate effectively to manager/team leader so there are no surprises. - Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work. - From time to time, you may be required to perform other reasonable duties as requested by your manager. |

KEY RELATIONSHIPS

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| Internal | <ul style="list-style-type: none"> - Assigned budget managers (Cost Centre Managers and General/Regional Managers) - Other Regional Management Accountants and Management Accountants - Finance Business Partners - Funding and Performance management and staff - CYRAS Admin staff - People and Leadership staff - Other Oranga Tamariki Staff as required |
| External | <ul style="list-style-type: none"> - Auditors - MSD Finance (including National Accounting Centre) |

QUALIFICATIONS & EXPERIENCE

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| Qualifications | <ul style="list-style-type: none"> - A tertiary qualification (at least equivalent to Bachelors) in finance or a relevant discipline and preferably Chartered Accountant status with CAANZ or a similar professional body. |
| Other requirements | <ul style="list-style-type: none"> - Willingness to travel within New Zealand to fulfil the requirements of the role. - The ability to manage sensitive and confidential information in an appropriate manner. |

Experience

- Effective performance in a similar role, with demonstrated competence and experience in providing financial insight, advice and challenge in a medium to large sized organisation.
- Experience working with medium to large sized finance systems, and reporting, budgeting, and forecasting tools.

Skills

- Excellent verbal, written and interpersonal communication skills.
 - Ability to communicate complex ideas to a variety of audiences and build and maintain rapport with others.
 - Ability to build and maintain effective internal relationships in order to be a “trusted business advisor” and collaborate effectively with peers and other stakeholders.
 - Proven quantitative and qualitative analytical and evaluative skills, incorporating problem solving, decision-making and creative thinking.
 - Strong Excel and analytical skills with an ability to manage data to inform budget managers.
 - Good working knowledge of relevant standards, principles, policies, systems and processes, procedures, guidelines, practice and regulations including Public Finance Act -1989, Financial Reporting Act-1993, NZ and international accounting and reporting standards (including audit and risk management), Generally Accepted Accounting Principles (GAAP).
 - Strong knowledge and understanding of management accounting and financial management principles and practices.
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