

# POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children

Title:	Finance Business Partner
Group:	Corporate Services
Reports to:	Manager Finance Business Partners
Location:	Wellington
Direct Reports:	Yes (1-2)
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

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The purpose of this role is to provide trusted, insightful and comprehensive financial advice and support to Deputy Chief Executives and their leadership teams. This includes the provision of analysis and options to inform business decisions.

The Finance Business Partner is to:

- Participate in planning as a trusted advisor to the DCE and their leadership teams;
  - Ensure the provision of timely and accurate information and business support to assist financial and operational decision-making and management;
  - Support the delivery of accurate and effective financial budgeting and forecasting;
  - Act as a catalyst in driving initiatives critical to delivering the Funding and Performance change programme.
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## KEY ACCOUNTABILITIES

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Key Result area	Key Accountabilities
<b>Strategic financial advice</b>	<ul style="list-style-type: none"> <li>- Participates and contributes towards planning in order to influence long-term outcomes for business areas including financial sustainability.</li> <li>- Ensure business strategy and planning is appropriately informed with key financial implications.</li> <li>- Provide strategic input into the change programme for Funding and performance.</li> </ul>
<b>Business governance</b>	<ul style="list-style-type: none"> <li>- Support leaders, managers and relevant forums in ensuring financial and business implications of activities, initiatives or proposals are understood.</li> <li>- Provide specialist input pertaining to financial risk matters and liaise effectively with wider finance function.</li> <li>- Understand and advise in the inherent risk implications of the business and the associated financial implications.</li> <li>- Drive the provision of advice and recommendations to reduce financial risk.</li> </ul>
<b>Relationship building and communication</b>	<ul style="list-style-type: none"> <li>- Build, develop, and grow business relationships vital to the success of Oranga Tamariki.</li> <li>- Establish trusted relationships to contribute to the achievement of the objectives of the business group and facilitate the growth of strong working relationships between DCEs and Funding and Performance.</li> <li>- Actively build communications channels across the Funding and Performance Team to ensure alignment and commitment to DCEs work programme.</li> </ul>

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Key Result area	Key Accountabilities
<b>Financial management</b>	<ul style="list-style-type: none"> <li>- Timely and accurate financial information and business support is provided to assist effective financial management, oversight and decision-making.</li> <li>- Consult, challenge and guide thinking to achieve sound decision making that maximises the benefit from financial resources.</li> <li>- Effective implementation of budgeting and forecasting process' to deliver accurate and timely financial plans that are strategy led and aligned to activity plans.</li> <li>- Contribute to the enhancement of business performance across Oranga Tamariki.</li> <li>- Collaborate with key stakeholders and managers to identify and manage operational tensions and competing priorities to achieve Care Services' outcomes.</li> </ul>
<b>Customer satisfaction</b>	<ul style="list-style-type: none"> <li>- Demonstrate commitment, urgency, being visibly open, clear and positive.</li> <li>- Manage the customer relationship successfully and apply learnings to service design and delivery.</li> <li>- Understand DCEs' needs and develop and fine-tune systems accordingly.</li> </ul>
<b>Leadership and management</b>	<ul style="list-style-type: none"> <li>- Future builder – help staff and the organisation navigate the future.</li> <li>- People builder – develop people and identify talent.</li> <li>- Deliverer – make things happen, with and through others.</li> <li>- Steward – lead in a public service context, contributing to a better New Zealand.</li> <li>- Understand and implement your manager Health, Safety and Security accountabilities.</li> <li>- Ensure health, safety and security policies and procedures are understood, followed and implemented by all employees.</li> </ul>
<b>Being part of the Oranga Tamariki team</b>	<ul style="list-style-type: none"> <li>- Actively and positively participate as a member of the team.</li> <li>- Proactively look for opportunities to improve the operations of Oranga Tamariki.</li> <li>- Perform any other duties as needed by Oranga Tamariki.</li> <li>- Comply with and support all health and safety policies, guidelines and initiatives.</li> <li>- Ensure all incidents, injuries and near misses are reported into our H&amp;S reporting tool.</li> <li>- Comply with all legislative and regulatory requirements and report any breaches as soon as they become known.</li> <li>- Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct.</li> <li>- Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.</li> </ul>

## KEY RELATIONSHIPS

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| <b>Internal</b> | <ul style="list-style-type: none"> <li>- DCEs and their Leadership teams</li> <li>- Corporate Services General Managers</li> <li>- Funding and Performance leadership and staff.</li> </ul> |
| <b>External</b> | <ul style="list-style-type: none"> <li>- Treasury</li> <li>- MSD</li> <li>- Audit New Zealand</li> <li>- Other central agencies.</li> </ul>   |
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## QUALIFICATIONS & EXPERIENCE

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| <b>Qualifications</b>     | <ul style="list-style-type: none"> <li>- A relevant tertiary qualification and hold qualified Chartered Accountant status with CAANZ or a similar professional qualification.</li> </ul>  |
| <b>Other requirements</b> | <ul style="list-style-type: none"> <li>- Willingness to travel within New Zealand to fulfil the requirements of the role.</li> </ul>  |
| <b>Experience</b>         | <ul style="list-style-type: none"> <li>- Extensive experience in providing financial insight, advice and challenge in a large complex organisation.</li> </ul>  |
| <b>Skills</b>             | <ul style="list-style-type: none"> <li>- Proven quantitative and qualitative analytical and evaluative skills, incorporating problem solving, decision-making and creative thinking at a senior level.</li> <li>- Good communication skills, both written and oral, to suit experts and non-financial audiences.</li> <li>- Ability to build and maintain effective internal relationships in order to be a "trusted business advisor".</li> <li>- Excellent 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).</li> <li>- Extensive knowledge and understanding of management accounting and financial management principles and practices.</li> </ul> |
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