

POSITION DESCRIPTION

Oranga Tamariki—Ministry for Children



Title:	Regional Financial Analyst
Group:	Corporate Services
Reports to:	Finance Manager Services Delivery
Location:	National Office, Wellington
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

We've introduced a new way of doing things. A way of looking at the world that guides everything we do:



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

As a member of the Regional management team, the Regional Financial Analyst acts as financial advisor to the Financial Manager, Service Centre Managers and Site Managers and other cost centre managers through the provision of accurate, timely and relevant financial business planning, budgeting, reporting, analysis and management accounting services, support and guidance. The Regional Financial Analyst will work closely with the Regional Business Analyst in the production of business performance reporting.

The Regional Financial Analyst will also form part of the national finance, accounting and business planning functional capability and network of Oranga Tamariki and will contribute a regional perspective to the National Office Organisational Services team to ensure that business continuity in financial policy, services and systems developed at National Office is maintained through delivery at a regional level.

KEY ACCOUNTABILITIES

Key Result area	Key Accountabilities
Finance & Business Performance Information	<ul style="list-style-type: none">- Implement internal operating and capital budget procedures for the region as per Department guidelines.- Advise and co-ordinate the management of internal operating and capital budgeting processes.- Provide support and advice to all budget managers to meet their financial obligations, including delegations, internal controls and forecast reporting.- Advise and assist budget managers in the preparation of budgets.- Support regional budget managers to understand their overall business performance.- Present interpreted financial and business related data, ensuring data integrity and quality assurance.- Evaluate accounting data and advice on financial aspects of regional business operations.- Undertake feasibility exercises for the Regional Director and budget managers as required using Departmental business case methodology.- Record and report on costs incurred on the provision of outputs and associated products in a timely and accurate manner.- Support the business planning process at regional level.
Management Support	<ul style="list-style-type: none">- Provide financial analysis and reporting based on robust business data.- Produce regular and ad-hoc reports for the Regional Director, other members of the regional management team and for National Office as required.- Liaise with and advise managers within the Region on budgeting, analysis and costing.- Proactively identify fiscal risk and advise the Regional Director

Key Result area	Key Accountabilities
	<p>and the Manager Finance.</p> <ul style="list-style-type: none"> - Provide advice on implementation of financial policies and procedures. - Provide management and accounting support and advice as required to the Regional Director and managers. - Provide assistance to external and internal auditors. - Train and coach budget managers in financial management and financial internal controls. - Develop and maintain a good working relationship with National Office Finance ensuring that Departmental financial requirements are met in a timely and efficient manner.
<p>Management Accounting Systems, Policies and Procedures</p>	<ul style="list-style-type: none"> - Lead and monitor the implementation of national accounting policies, systems and procedures at the regional level. - Identify and recommend improvements to the budgeting, analysis and cost accounting systems and procedures of Oranga Tamariki - Contribute to the development of policies relating to the accurate and timely delivery of Departmental management accounting requirements. - Keeping abreast of developments in Government management accounting policy.
<p>Key Collective Accountabilities</p>	<p>As a member of the Region's Management Team this position has a collective responsibility for management and direction in terms of the regional service delivery performance of Oranga Tamariki</p> <ul style="list-style-type: none"> - Provide peer support to other Managers and take collective responsibility for the performance of Oranga Tamariki. - Ensure consistency and alignment between groups and promote solution seeking where there are legitimate differences. - Contribute to the discussion on and implementation of Operations management issues. - Build the focus on quality within Oranga Tamariki and establish and support quality assurance practices. - Ensure adherence to the policy and fiscal and statutory requirements of Oranga Tamariki. - Represent Oranga Tamariki in interdepartmental agencies and other external organisations. - Ensure that activities comply with all relevant legislation and ethical and industry standards.
<p>Health and Safety</p>	<ul style="list-style-type: none"> - It is the policy of Oranga Tamariki to act positively in creating and maintaining a safe and healthy working environment and to comply with health and safety measures required by law. This includes providing necessary information, training and supervision for all employees.

Key Result area	Key Accountabilities
Personal Commitments	<ul style="list-style-type: none"> - The vision, mission and goals of Oranga Tamariki - Treaty of Waitangi, - Working with clients and colleagues in a culturally sensitive and appropriate manner, - Equal employment opportunities
Being part of the Oranga Tamariki team	<ul style="list-style-type: none"> - Actively and positively participate as a member of the team - Proactively look for opportunities to improve the operations of Oranga Tamariki - From time to time, you may be required to perform other reasonable duties as requested by your manager - 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 - Comply with all legislative and regulatory requirements, and report any breaches as soon as they become known - Adhere to all Oranga Tamariki procedures, policies, guidelines, and standards of integrity and conduct - Demonstrate a commitment to and respect for the Treaty of Waitangi and incorporate these into your work.

KEY RELATIONSHIPS

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| Internal | <ul style="list-style-type: none">- Service Centre Managers- Site Managers- Regional Business Analyst- Regional HR Consultant- Regional Office team members- Service Centre team members- Support staff across the region- Finance Manager- Finance Team- Organisational Services Group, National Office- Other Oranga Tamariki Staff |
| External | <ul style="list-style-type: none">- External Stakeholders |

QUALIFICATIONS & EXPERIENCE

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| Qualifications | <ul style="list-style-type: none">- A relevant tertiary qualification in Finance and/or Accounting is essential.- Membership of the Institute of Chartered Accountants is essential.- A clean, current driver's licence is essential and a willingness to drive the Ministry's vehicles. |
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| Other requirements | <ul style="list-style-type: none">- Willingness to travel within New Zealand to fulfil the requirements of the role |
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| Experience | <ul style="list-style-type: none">- Sound and demonstrated knowledge and understanding of accounting principles and best practice in a large accounting unit preferably in a Public/State sector organisation.- Significant experience in the provision of management accounting services in a large organisation (preferably in the Public/State sector).- Experience in the preparation and delivery of integrated reporting and analysis of financial and non-financial results.- Demonstrated experience in the provision of customer focussed financial and business advice and services to a senior management team.- Proven ability in effectively communicating financial and business information to non-accountants.- Experience in the development and implementation of financial and business strategies, policies and standard operating procedures.- Experience in operating as part of a national team and in contributing to the work of that team.- Experience in the successful management of financial and |
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business risk in critical situations.

- Demonstrated ability to work in collaborative peer and other stakeholder relationships.
- Competent level of computer and keyboard skills, including knowledge of spreadsheet and experience in working with a large integrated management information system.

Skills

- The ability to collaborate with others, across the spectrum of Oranga Tamariki functions, to achieve mutually agreed goals.
- Excellent verbal and written communication skills.
- Understanding of the Social Services environment and the complexity of pressures that can impact on staff.
- An ability to resolve conflicts or difference by finding areas of agreement that benefit the organisation and individuals.
- An ability to influence action in areas for which they have responsibility but not line management authority.
- The ability to build and maintain rapport with others based on their own integrity and honesty, demonstrating effective interpersonal skills.
- Commitment towards positive outcomes for Children, Young People and their Families.
- Sensitivity towards Māori, Pacific Peoples and other cultures.
- An ability to anticipate and resolve problems making decisions based on sound risk management analysis.
- The ability to manage sensitive and confidential information in an appropriate manner.

POSITION COMPETENCIES

Competency	Description of success profile behaviour
1. Technical Skills & Knowledge Demonstrates specialist or technical knowledge and skills within one's functional area (e.g. Finance, HR, Policy, QA, etc).	<ul style="list-style-type: none">- Possesses advanced knowledge of functional area.- Establishes credibility, earns respect and influences others on the basis of technical knowledge.- Applies technical skills and knowledge to support the direction of Oranga Tamariki.
2. Information Gathering The ability to collect and manage information relevant to an issue through a variety of methods. This includes research, networking with others, observation,	<ul style="list-style-type: none">- Demonstrates thorough knowledge of appropriate information sources.- Uses all means to research and secure relevant information.- Is proactive in seeking out new or alternative sources of information.- Demonstrates a thorough understanding of all information collected and its relevance.- Ensures that information is accurate, up to date and provided in

Competency	Description of success profile behaviour
computer databases and sharing knowledge and information with others.	an easily understood format.
<p>3. Results Orientation</p> <p>The ability to take personal responsibility for the delivery of results. This includes delivering required results consistently and successfully, exhibiting appropriate initiative and persistence and focusing on work that is of high quality.</p>	<ul style="list-style-type: none"> - Takes full responsibility for making things happen, including in situations that are very demanding or not clearly defined. - Tenacious in finding alternative means to meet a goal if difficulties arise. - Regarded as totally dependable to achieve planned results.
<p>4. Client Focus</p> <p>The desire and willingness to understand and meet or exceed client expectations. Clients are those groups or individuals, internal or external, who use the services of Oranga Tamariki</p>	<ul style="list-style-type: none"> - Delivers superior service to clients. - Understands, empathises with, and identifies the needs, concerns and priorities of clients and ensures that services are delivered to take account of these. - Takes personal responsibility for correcting client service problems and/or “championing” client issues. - Corrects problems promptly, without getting defensive. - Attempts to give added value to the client. - Actively supports the interests of the client by making choices and setting priorities to meet their needs.
<p>5. Planning and Organisation</p> <p>The ability to identify objectives and develop effective action plans to achieve them. This may include using sound personal organisation disciplines, a methodical and systematic approach towards planning workloads and using project management skills.</p>	<ul style="list-style-type: none"> - When prioritising own work, is aware of impact on others. - Balances conflicting priorities as necessary. - Anticipates future demands and prepares appropriately; anticipates difficulties and develops contingency plans. - Contributes to the preparation of plans for the team. - Demonstrates effective project management skills and breaks down large tasks into separate milestones and deadlines. - Introduces complex systems and monitors their use.
<p>6. Communication</p> <p>The ability to clearly convey thoughts and ideas effectively. This may include listening, interpreting, formulating and delivering: verbal, non-</p>	<ul style="list-style-type: none"> - Work shows recognition of the importance of communication in achieving results. - Seeks to understand others’ frame of reference and uses this understanding to identify the most effective method of conveying information. - Uses different ways of conveying a message to add clarity and meaning to communications.

Competency	Description of success profile behaviour
verbal, written, and/or electronic messages.	<ul style="list-style-type: none"> - Adapts communications to the views and level of knowledge of the audience. - Prepares and structures communication well. Is able to make complex issues understandable. - Sets out arguments clearly and logically; persuades and influences others.
<p>7. Problem Solving & Judgement</p> <p>The ability to apply an objective, logical reasoning process to a problem or work situation in order to develop a conclusion or recommendation. This includes logically breaking down problems into different parts, identifying key issues and their relationships, interpreting, clarifying, analysing, explaining and developing recommendations or advice.</p>	<ul style="list-style-type: none"> - Identifies a number of solutions and weighs the value of each to improve results. - Peels back multiple layers of complex problems. - Uses several analytical techniques to break apart complex situations or problems to reach a solution. - Demonstrates significant evaluative judgement that goes beyond drawing conclusions. - Is creative in problem solving.
<p>8. Teamwork</p> <p>The ability and willingness to work with others co-operatively and productively in order to achieve group objectives. This may include informal work groups, advisory groups or committees and project teams.</p>	<ul style="list-style-type: none"> - Acts to promote a welcoming, productive climate, good morale and co-operation within and between teams. - Genuinely values others' input and expertise. - Contributes own expertise to the team. - Facilitates and influences positive outcomes that support team goals. - Promotes team co-operation, even during heated discussions. - Is willing to set aside personal agenda in order to support the team consensus. - Assists in mediating between team members to resolve conflict.
<p>9. Change Orientation</p> <p>The ability to think about a situation, issue or process in new or varying ways and to generate new ideas. This includes the willingness to seek out and implement better ways of doing things and to embrace change. This may include: thinking of situations from different points of view, being alert</p>	<ul style="list-style-type: none"> - Stretches to continuously improve activities and results beyond work unit. - Helps to establish a climate that encourages innovation and receptivity to change. - Demonstrates consistent ability to generate new ideas and initiatives. - Shifts focus and activities quickly in response to changing priorities of Oranga Tamariki.

Competency	Description of success profile behaviour
<p>to opportunities for new ideas, accepting and welcoming new ways of doing things and adapting to change in the work environment.</p>	
<p>10. Integrity The ability to maintain confidences and trust, and to act in an honest, ethical and professional manner.</p>	<ul style="list-style-type: none"> - Takes action based on a clearly stated set of values, even if such action might disadvantage oneself. - Does not lie to cover up disadvantageous facts. - Challenges or confronts abuse of power.
<p>11. Relationship Management The ability to interact with and develop effective working relationships with a wide range of people of different types and in different situations. This includes establishing formal and informal working relationships, developing win/win relationships and assessing and responding to individual behaviour.</p>	<ul style="list-style-type: none"> - Builds good rapport with people at all levels. - Actively seeks opportunities to contribute to positive outcomes for clients, stakeholders, staff and colleagues. - Approaches issues or disagreements with the objective of reaching win/win solutions. - Develops relationships with the intent of achieving effective delivery of relevant services.
<p>12. Cultural Responsiveness The ability and desire to show cultural sensitivity, awareness and understanding of diversity. This includes reinforcing culturally sensitive behaviour, being responsive to Māori and other cultural groups, effectively relating to clients from diverse cultural backgrounds, fostering a culturally safe working environment for staff.</p>	<ul style="list-style-type: none"> - Knows how to address issues that impact on clients, employees, stakeholders and communities from different cultural backgrounds; - Provides services to clients with sensitivity, understanding, and respect for the client's culture; - Works in ways that enhance consultative relationships with different cultural groups and acts on opportunities to engage with them; - Is able to participate confidently and competently in situations that involve processes, systems and organisations based on 'Matauranga Māori'.
13. Self-Development	<ul style="list-style-type: none"> - Learning is focused on current role, but also on career

Competency	Description of success profile behaviour
<p>The ability and desire to take ownership of one’s development and to proactively pursue opportunities to learn and develop. This may include recognising opportunities for self-development, taking responsibility for remaining competent and learning from mistakes and successes.</p>	<p>development.</p> <ul style="list-style-type: none"> - Designs a personal action plan to address own issues constructively and understand the most appropriate learning style for self. - Uses a range of sources to develop own knowledge and skills. - Seeks feedback from others with the intent of self-improvement.