

Fund Accountant

# About us

Our agency’s purpose is to shift the system using data and evidence, so that the system invests earlier and

more effectively to improve the lives of New Zealanders.

**Our values – how we do things around here**

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| **Tāngata**  We’re about people | **Manawa Māui**  We are a catalyst for change |  | **Taunakitanga**  We influence through evidence |  | **Puaretanga**  We’re transparent  by nature |
| It’s about people. They will do better, sooner and for longer, when we partner with others to develop  and deliver services. | We challenge the status quo  constructively and seek better ways  of doing things. |  | We use evidence to influence positive change for New Zealanders. |  | We will share what we’re doing, how we’re doing it, and what we learn |

# About working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa

i āianei, ā, hei ngā rā ki tua hoki. He kawenga tino whaitake tā mātou hei ta.utoko i te Karauna i runga i āna 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.

# About the position

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| **The purpose of this position** | |
| The Fund Accountant is accountable for supporting the Chief Executive Social Investment Agency (SIA), Social Investment Fund (SIF), Executive Leadership Team (ELT) and Chief Financial Officer (CFO) by ensuring appropriate financial management, controls and reporting operate for SIA and SIF, with a main focus on the SIF.  This role is responsible for supporting the establishment of a financial control environment and financial reporting regime for SIF, as well as supporting the preparation of budgets and forecasts and reporting against them. The role will also support these functions for SIA, as required by the CFO.  This role brings credible financial expertise as SIF establishes processes and tools to drive financial planning, performance and risk management for the Fund and further enhances these within the SIA. This role also supports value for money by undertaking analysis of past, current and potential future spend to identify trends and opportunities. | |
| Team and location | Wellington |
| Reporting to | Transitional Chief Financial Officer |
| Salary band | Band 17: $104,885-$148,073  Starting salaries are negotiated based on relevant skills and experience, with offers generally made between $104,885- $123,394. |

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| **What you will do to contribute** |
| **SIF Accounting Services**   * Undertake accounting services for the SIF. * Develop the control environment for the SIF ensuring it aligns with best practice and regularly review the effectiveness of the environment reporting any suggestions that would further strengthen the control environment to the CFO. * Develop draft financial statements for the SIF, ensuring compliance with all relevant accounting standards, the Public Finance Act, Cabinet/Treasury requirements and the parameters of the Fund’s appropriations and funding agreements ensuring these are delivered to the CFO ahead of due dates. * Assist the CFO in developing budgets for the SIF and provide reporting on performance against budgets as well as forecasting current and outyear spend. |

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| * Provide analysis of SIF spend trends to assist SIF leaders to better understand the profile of spend as well as financial risks and opportunities. * Proactively identify options to enhance value for money in the SIF. * Regularly meet with SIF budget holders to provide analysis, forecasting and spend trends of SIF. * Undertake SIF costing work as required. * Draft responses to Select Committee, Official Information Act and other accountability requests related to the finances of the SIF. * Complete CFIS uploads for the SIF as required. * Develop and maintain a cash drawdown schedule for SIF to ensure money is available to meet   the Fund’s obligations as they fall due.   * Ensure all financial transactions for the SIF comply with SIA’s policies including delegations. * Make recommendations to the CFO on the appropriate accounting treatment for items related to SIF, as required, ensuring these recommendations comply with accounting standards and align with best practice. * Review SIF contract spend and highlight discrepancies for further investigation or audit. * Provide information on the SIF to the auditors as required and lead the implementation of any recommended actions from them in respect of the financial controls and reporting of the SIF.   **Other Accounting Services**   * Undertake other accounting tasks as required by the CFO. * Provide backup to the CFO during periods of high demand or absence. * Support the Procurement Advisor to develop forecasting and reporting for procurement with a focus on identifying value for money. * Provide coaching to the Assistant Accountant to ensure cover is available during periods of high demand and absences, while also maintaining appropriate separation of duties. * Contribute to the establishment of any new appropriations or changes to existing appropriations required for running the SIF. |
| **Risk Management**   * Actively identify and manage role or practice level risks, including escalation of risks and issues when necessary. * Ensure that analysis, data and information supplied is accurate and verified. |
| **Health and Safety**   * Take responsibility for meeting SIA’s obligations for workplace health and safety. |

**About you – what you will bring specifically**

## Qualifications

* Relevant tertiary qualification
* Chartered Accountant (Chartered Accountants Australia New Zealand)

## Experience, knowledge & skills

* Relevant experience as a financial accountant or auditor in the public sector.
* Proficient with public sector accounting standards, taxation requirements, the Public Finance Act and Cabinet/Treasury guidance in respect of accounting and reporting.
* Proficient in using accounting software and building financial models.
* An understanding of social investment or a willingness to learn about it.
* An ability translate ideas and concepts into concrete actions.
* Strong stakeholder engagement and communication skills.
* Ability to identify risk.
* Ability to quickly establish and build strong working relationships.
* Flexibility to adapt within a fast-moving environment.
* Ability to assimilate new information or areas of work.
* Experience in coaching or upskilling junior members of staff.
* Strong presentation skills (written and oral).

## Characteristics

* Engaging others – connects with others, listens, reads people and situations, communicates tactfully.
* Achieving ambitious goals – committed and tenacious, ambitious.
* Curious – thinks analytically and critically, displays curiosity, mitigates analytical and decision-making biases.
* Honest and courageous – shows courage, shows decisiveness, leads with integrity.
* Resilient – displays resilience, demonstrates composure.
* Comfortable with ambiguity and ‘grey areas with the ability to navigate complex situations, adapt to change
* Self-aware and agile – encourages feedback on own performance, can self-assess, adapts approach, shows commitment to development.
* Knowledge and understanding of Mātauranga Māori and tikanga.

## Capabilities

* Implements strategy – aligns their work with strategic objectives and SIA’s vision.
* Financial capability – manages finances in line with SIA policies, legislation and regulation.
* Communicates clearly – tailors messages so they are clear, succinct, and resonate with their different audiences.
* Supports organisational performance – suggests and acts on opportunities to do things differently and improves processes to achieve gains in effectiveness and efficiency.
* Builds relationships – builds internal relationships by contributing to their team, working collaboratively with others across the organisation and taking an organisation-wide view. Builds external relationships and interacts effectively with customers and other external stakeholders.
* Inclusive – welcomes and values diversity and contributes to an inclusive working environment where differences are acknowledged and respected.
* Shows political awareness – displays an understanding of the essentials of how the government and the public sector work and ensures that written documentation and verbal presentations reflect relevant political sensitivities.
* Manages and delivers on work priorities – plans and organises self to deliver work commitments to required timeframes and quality standards.
* Develops others – shares own experiences and learning and demonstrates and teaches specific technical skills.

## Other requirements

* Willing to take on responsibilities (within limits) outside the prescribed position description.
* A satisfactory credit check if required.
* Willingness to fully disclose interests that may overlap with SIA and SIF procurement activity.