

Role Description

Role Details	
Title	Senior National Management Accountant
Manager Title	National Management Accounting Manager
Directorate and Group	Finance; Organisation Support
Band	F
Date	August 2023
Approved By	Chief Financial Officer

Public Service

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

I āianeī, ā, hei ngā rā ki tua hoki, he kawenga tino whaitake tā mātou hei tautoko 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 DOC

The Department of Conservation *Te Papa Atawhai* (DOC) protects and sustains nature for current and future generations. Our purpose is to ensure that Papatūānuku thrives. We do this by:

- Protecting land, species, ecosystems, and cultural heritage for conservation purposes
- Managing threats and adverse impacts
- Being a voice for conservation
- Connecting people to nature

All New Zealanders have a role in keeping nature healthy. We partner with whānau, hapū and iwi and collaborate with commercial partners, NGOs, volunteers, and government agencies to improve conservation outcomes.

Role purpose

The purpose of this role is to provide financial business partnering support and management accounting services to the leadership team of one or more allocated business groups.

Key working relationships

Internal	External
Treasury Office of the Minister of Conservation Other Government agencies as required	Peers and colleagues in the Finance Team Senior leadership teams Directors and Budget Managers Project Leads

General

Employees are required to respond to DOC's changing needs, performing other tasks as reasonably required.

DOC may make reasonable changes to the role in consultation with the role holder.

You are required to maintain a strict sense of personal ethics, maintain confidentiality and privacy, and abide by DOC's Code of Conduct.

Accountabilities

Accountability	This includes....
Advice and Support to Business Partners	Provide strategic financial analysis and advice to leadership teams to support the achievement of Group direction and expectations and Department objectives and goals Provide specialist input to cross functional initiatives / projects / meetings at a senior level to influence decision making Provide advice for and assist in the preparation of Cabinet papers, briefing papers and responses to Official Information Act and Select Committee requests Contribute and facilitate desired results that are aligned to the Department's strategic intent Maintain an in-depth and thorough understanding of external best practice across the finance industry to identify and assess risks and opportunities across the Groups and Department Monitor relevant policies and recommend changes to comply with regulations and best practice Develop and improve systems and processes in line with industry best practice
Performance Reporting	Prepare regular internal reports and provide financial advice to senior leadership teams Monitor performance against targets and appropriations, recommend corrective actions or change appropriations where necessary

Accountability	This includes....
	Facilitate and support the maintenance of the optimal performance reporting framework configured within the Department's Financial Management Information Systems (FMIS)
Budgeting and Forecasting	Facilitate and coordinate the Department's integrated business planning, budgeting, and forecasting requirements Support the Department's budgeting and forecasting requirements process for Treasury Support and facilitate the Department's long-term financial forecasting and planning process Provide support, advice and input into the development of annual Budget bids, internal business cases and funding requests
Build and maintain effective stakeholder and customer relationships	Work collaboratively with teams across DOC and contribute effectively to cross-functional teams Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations Represent DOC and coordinate cross-agency initiatives within area of responsibility
Work management and delivery	Deliver on tasks as set out in work plans, performance expectations, and task assignments Identify critical issues and risks and ensure they are constructively raised and addressed Manage knowledge and information to ensure it is secure, current, and appropriate access protocols are applied Take all practical steps to ensure your own safety and the safety of others in the workplace

Capability

Capabilities Required	
Specialist skills, knowledge, and qualifications	A tertiary qualification or equivalent experience in an accounting or business discipline Professional accreditation with CIMA, CA or ACA is preferred A proactive and engaging mindset focused on achieving outcomes acceptable to all parties Customer-focused, experienced working with senior leadership teams or business units to support their strategic objectives and performance targets; identifying critical issues, providing advice and input into decision making

Capabilities Required	
	A self-starter, uses initiative to identify priorities and anticipate the needs of the customer Extensive knowledge and experience of financial management systems and processes including: • Generally Accepted Accounting Practice (GAAP) • Performance reporting and supporting frameworks • Financial governance and management accounting disciplines • Government financial management framework and applicable legislation Ability to review and analyse complex accounting data and compile reports Excellent written communication skills, with ability to translate complex financial data into clear concise language, appropriate to the audience Skilled in report writing and business case development Advanced skills in Microsoft Excel and familiar with other Microsoft Office applications Familiar with Financial Management information Systems (SAP)
Collaboration, relationship building, communication and interpersonal skills	Excellent interpersonal and relationship-building skills – able to work alongside the business and understand and talk their world Recognises importance of seeking and considering other perspectives Works effectively with peers to solve problems, gains trust easily and provides support Demonstrates and fosters collaboration across teams
Organisation contribution	Provides considered feedback and input to decision making Identifies and suggests opportunities to do things differently Proactively seeks to understand organisational or wider context of own role
Delivering results	Plans and organises work to deliver on objectives High personal and professional standards and accuracy
Treaty Partnership	Understands where the Māori Crown relationship is important and the implications of Treaty settlements for DOC Able to use day-to-day tikanga at work, e.g. waiata and pepeha Knows to seek advice or support when required

You are required to comply with the standard operating requirements of DOC, i.e., you must comply with the financial, health and safety, legal, people and other delegations set out in

Standard Operating Procedures, policies, and instructions (refer to the Intranet for further information).