

Role Description

Role Details	
Title	Financial Accountant
Manager Title	Financial Accounting Team Lead
Directorate and Group	Finance; Organisation Support
Band	E
Date	August 2026
Approved By	Financial Accounting Team Lead

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

To provide financial accounting services across a range of areas as needed.

Key working relationships

Internal	External
• Financial Controller, Financial Accounting Team Lead, and the financial accounting and financial transaction teams. • CFO and Finance Managers and their teams. • Business Accounting Manager and business accountants. • National Accounting Manager and management accountants • Treaty Negotiation Unit staff. • Statutory Land Management Team staff. • Operations staff. • National Office staff.	• Auditors – KPMG. • Treasury, Public Service Commission (PSC) and other Government agencies • Westpac Bank and other banks and financial service suppliers. • Te Tari Whakatau – Office of Treaty Settlements. • Valuers.

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....
Administer systems and processes	Deliver Fixed Assets/Fixed Asset Register Accounting and Reporting services, including year-end revaluation process. Manage and maintain Crown Land register (NaPALIS), Treaty Settlements accounting, Land Acquisition Fund (LAF) and land accounting. Including the year-end Crown land revaluation process. SAP balance sheet reconciliations – maintaining regular monthly reconciliations of the Crown and Department balance sheet accounts, including timely follow-up and clearance of overdue items. SAP system Bank reconciliations – coordinating and following up responding entries, initiating clearance of outstanding items, contributing to streamlining and improved work practices. Taxation - Compiling GST & FBT returns, related reconciliations, control and compliance checks, provision of related tax advice and contributing to system improvements. Preparing and filing CFIS reports as required.

Accountability	This includes....
	Other external reporting, including Public Service Commission, Select Committees and OIA requests. This includes, but is not limited to, reporting on Consultant and Contractor Expenses. Assist with the annual insurance renewal process for assets, travel, public liability etc.
Advice and Support	Operational – Month/Year End – Coordinating month end/year end procedures with Conservancies, preparation of Balance Sheet Notes, assisting with the annual financial statements and assisting with the internal and external audit requests. Providing technical advice (based on relevant accounting standards) and responding to users operational accounting, asset capitalisation queries, Crown Land & Taxation queries. Support the Treaty Negotiations Unit in relation to the accounting for the Land transactions including impairments and loss on sale. Co-ordinate with the Management Accounting (including Crown) over any land and other asset processes.
Develop and improve systems and processes	Develop or amend departmental policies (Financial SOP's) and procedures and also monitor compliance with legislation, for generally accepted accounting practices (GAAP) and IFRS. Identify and co-ordinate changes and improvements to business systems and processes particularly around financial and transactional processes. Provide advice to staff and managers on developing processes and recommend ways to develop that capability
Project work	Undertake accounting assignments in the Departments SAP Fixed Assets and Plant Maintenance system (EAM). Undertake accounting assignments in the Crown Land (NaPALIS) and related land accounting workflow. Undertake project work in sub system interfaces, reconciliations, and taxation. Other Financial Accounting and related project work required by Operations or assigned by the Financial Team Lead or the Financial Controller.
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, including with external auditors. Represent DOC and coordinate cross-agency initiatives within area of responsibility.
Work management and delivery	Deliver on tasks as set out in work plans, annual expectations, task assignments and operating reviews.

Accountability	This includes....
	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 in Accounting. Demonstrated experience in financial accounting, financial reporting, asset accounting, taxation and reconciliations, ideally within the Public Service Financial auditing skills, ideally experience with Department and Crown fixed assets Experience using large financial systems (ideally SAP) and strong Microsoft Excel skills. Excellent communication skills with the ability to build effective relationships across a wide range of stakeholders. Strong analytical skills and a keen eye for detail, with a focus on accuracy and continuous improvement. Proven ability to manage competing priorities and deliver high-quality work to deadlines A collaborative approach, curiosity to learn, and a commitment to supporting DOC's purpose through excellent financial stewardship. Desirable: Experience working with Crown's Financial & Information System (CFIS) Chartered Accountant membership viewed favourably
Problem solving and delivery focus	A solution-focused mindset, with a willingness to challenge the status quo and think creatively about improvements. Ability to diagnose system or data issues and contribute practical, workable solutions. Comfortable working in a delivery-oriented role with competing priorities.
Relationship management and communication	Ability to work effectively with finance users, technical teams, and external providers. Clear written and verbal communication skills, able to explain system and data concepts to non-technical audiences.
Organisational contribution and	A strong desire to build system expertise and broaden knowledge across a range of finance systems.

Capabilities Required	
continuous improvement	Demonstrated commitment to continuous improvement and learning.
Financial data integrity & precision	High attention to detail. Ability to work accurately across complex financial systems and data sets, ensuring consistency, integrity, and reliability of reporting data.
Treaty Partnership	Understanding of the Māori-Crown relationship and its relevance to DOC's work. Able to use day-to-day tikanga at work. Knows when 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).