

Position Details	
Position Title	Business Accounting Manager
Manager's Title	Chief Financial Officer
Unit and Group	Finance; Organisation Support
Band	T4
Date	March 2023
Approved by	Chief Financial Officer

Public Service

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

I āiane, 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 hāpori, 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

Lead a team of Business Accountants to provide effective support to Operations Directors and managers.

Key Accountabilities and Deliverables

Responsibilities of this position are expected to change over time as DOC responds to changing needs. The incumbent will need the flexibility to adapt and develop as the environment evolves. This includes performing any other reasonable duties as required.



Accountability areas	Activities
Oversee delivery of financial expertise	Work with Business Accountants and peers in the Finance Unit to provide analysis and advice to managers Design, implement and monitor processes for managing financial and non-financial performance Lead financial planning and budgeting processes for operating and capital expenditure for client groups Provide quality assurance on business cases Monitor compliance with organisational systems and provide feedback for improvement Operate in accordance with the principles that drive being a good service provider Manage service levels between client groups and the Business Accounting team Initiate, support and implement innovation, including All of Government (AOG) fit for purpose financial systems and processes
People leadership	Set expectations with staff and team leaders including clear definitions of success Provide constructive and robust feedback to staff and team leaders Support the creation of an inclusive culture Encourage the team to draw upon diverse strengths and perspectives Support the learning and development of the team to ensure identified capability requirements are met Direct and support team members to collaborate
Planning and ensuring achievement	Clearly communicate the team's priorities and required outcomes Identify how results will be achieved Scope and define work and programme plans Plan, negotiate, and agree budget and resource requirements Delegate and assign tasks and responsibilities across the team Manage competing priorities and set defined goals Undertake comprehensive performance monitoring to regularly assess performance and identify areas of risk or concern Highlight critical risks or issues, and identify and implement solutions Address performance issues in a timely manner and/or escalate requirements to amend agreed commitments
DOC and Team Contribution	Contribute to setting of priorities, ensuring alignment of activities and resources Provide leadership across the directorate Support the CFO and managers with specialist knowledge and expertise

Accountability areas	Activities
Stakeholder and Customer Engagement	Build and maintain effective relationships with key individuals and groups from relevant sectors and organisations Gather feedback from customers and other stakeholders and seeing opportunities for improvement Understand customer needs to anticipate and meet requirements Maintain awareness of current and emerging trends to ensure the team's service remains fit for purpose Identify and encourage others to identify opportunities to improve
Safety and Wellbeing	Actively manage and support the wellbeing of your team Take all practical steps to ensure your own safety and the safety of others in the workplace Ensure staff rehabilitation reflects our commitment to the principles of early return to work
Whānau, hapū, iwi	Demonstrate cultural capability through the use and promotion of te reo and tikanga

Capabilities

Leading strategically: Embeds, implements and engages others in the unit's vision and strategy; thinks and acts strategically

Leading with influence: Communicates clearly and with impact, inspires, motivates and influences others

Enhancing organisational performance: Drives system and process improvements and supports innovation within the team

Enhancing system performance: Builds strong relationships across DOC and builds key relationships and makes connections with external stakeholders and partners; contributes to DOC's wider relationship with Māori

Enhancing people performance: Sets clear expectations for staff, reinforces, rewards and celebrates high performance, and addresses issues promptly

Developing diverse talent: Effectively coaches, gives feedback and takes a purposeful approach to building staff and team capability

Enhancing team performance: Builds a cohesive and high performing team and a high functioning and inclusive team culture

Achieving through others: Delegates appropriately and sufficiently, and maintains the right level of oversight of work

Managing work priorities: Plans, prioritises and organises work to deliver on short and long-term objectives

Treaty of Waitangi: Understands the implications of the Treaty on today's society and conservation

Exercising judgement: Judgement in applying knowledge of the situation and relevant context to make sound and unbiased decisions

Honesty and courage: Integrity, courage, and decisiveness

Resilience: Composure and a sense of perspective when the going gets tough; adopts habits to maintain personal balance and wellbeing

Curiosity: Open to different perspectives

Engaging others: Connects with others, builds trust and listens

Self-awareness and agility: Self-awareness, is development focused, reflects on and adapts approach in changing circumstances

Achieving ambitious goals: Is accountable and committed to achieving ambitious outcomes

Specialist Skills and Experience

- A professional accounting qualification - Chartered Accountant or similar
- Able to plan and organise work and resources across work streams and meet timeframes
- Competent at prioritising, allocating and monitoring resource usage and finding improved ways to use resources
- Has business acumen
- Able to competently use the SAP financial management information system (or similar ERP system)
- Is familiar with using BEX Analyser (or similar query tool)
- Competent with the Microsoft Office suite of applications, including Microsoft Excel to an advanced level
- Knowledge and experience of financial management systems and processes including:
 - thorough knowledge and application of Generally Accepted Accounting Practice (GAAP)
 - management reporting & budgeting
 - identification of business risks, issues and opportunities
 - asset management theory and practice
 - the government financial management framework and applicable legislation

Key Relationships

External

- Auditors
- External stakeholders where applicable (e.g. Whakapapa, Aoraki/Mt Cook local bodies)

Internal

- Peers and colleagues
- Finance Unit leadership team
- Operations leadership team
- Operations planning teams

You are required to comply with the standard operating procedures of DOC. In addition you must comply with the financial, human resources, legal and other delegations set out in Standard Operating Procedures, policies and instructions (refer to the Intranet for further information).