

Job Description | Te Whakahuatanga

Job title	Crown Accountant Te Kaitatau a te Karauna		
Group	Corporate Services Te Kāhui Tangata		
Reporting to	Financial Controller Kaiārahi Pūtea		
Location	Wellington Office		
Direct reports	N/A	Security clearance	N/A
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 16	Date	January 2025

Te Aronga o te Ratonga Tūmatanui | Public Service Purpose

Ka mahitahi mātou o te ratonga tūmatanui kia 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 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.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>).

Enabling a transport system that connects New Zealand – The Ministry of Transport’s purpose

We are the Government’s system lead on transport. We provide advice about how the transport system needs to change to support the New Zealand economy and the transport needs of New Zealanders. Our purpose is to enable a transport system that connects New Zealand. You can find out more about the Ministry of Transport at (<https://www.transport.govt.nz/about-us/>)

Our values | Ngā uaratanga matua

Integrity

—
Tapatahi

Excellence

—
Kairangi

Collaboration

—
Mahi tahi

Corporate Services | Te Kāhui Tangata

The Ministry of Transport's performance relies on the provision of professional corporate and support services. The Corporate Services Group provides administrative, technical and advisory support to the Sector Strategy, Policy, Performance & Governance and Investment & Monitoring groups of the Ministry of Transport.

Crown Accountant | Te Kaitatau a te Karauna Position

The Crown Accountant is responsible for the delivery of core financial processes for the Ministry including cash management, non-departmental payments, financial month end processes and ensuring the integrity of financial results. In addition, the Crown Accountant prepares the annual financial statements and supports the Finance team during external and internal audit processes.

Te mahi | What you will do

This role is responsible for:

- Lead the non-departmental cash management for Vote Transport, including requesting, paying, monitoring, and forecasting cash payments to transport entities funded through Vote Transport, in line with appropriations.
- Process funding requests to transport funded entities in line with agreements, ensuring they are monitored appropriately.
- Complete the non-departmental month-end financial processes including journals, reconciliations and inter-entity confirmations.
- Report in Crown Financial Information System (CFIS) for:
 - Month end and year end actual results and analysing variances
 - Baseline updates to reflect the latest 5-year fiscal forecasts and monthly forecasts
 - New appropriation requests
- Preparation of the annual financial statements and support of internal and external audit processes.
- Other periodic reporting to Treasury, Reserve Bank of NZ, NZTA and others as required.
- Support the data integrity of budget and actual financial information within the Ministry's finance system.
- Provide input into Finance Team responses in respect to Official Information Act (OIA's), Parliamentary questions (PQ's), Select Committee questions (SCQ's) and other Parliamentary requests, as required.
- Provide training and education to ensure of the Ministry's non-departmental financial policies, processes, systems to people across the Ministry.
- Support process improvement within the Finance team.
- Provide back up to other members of the Finance team where required.

The duties and responsibilities in this document are not exhaustive. The incumbent may be required to perform other work which is consistent with the nature of the role.

Tou kapa | Who you will work with

Internal	External
Finance team	Audit New Zealand
Corporate Services Group	Westpac
All Managers and staff	The Treasury
	Entities funded by the Ministry

Te mea e mauria mai e koe | What you will bring

- Chartered Accountant/Certified Public Accountant qualification or equivalent

- Experience and demonstrated capability in appropriations and applying public sector accounting standards (IPSAS)
- Experience and demonstrated capability in successfully completing Vote reporting and monitoring
- Experience and demonstrated capability in successfully building and maintaining effective working relationships and collaborating with others to achieve outcomes
- Strong communications skills, experience and demonstrated capability in successfully interpreting and communicating effectively to diverse audiences
- Strong attention to detail and demonstrated capability in delivering accurate and high-quality work
- Experience and demonstrated capability using Microsoft Excel including using pivot tables, lookups, if statements and preparing graphs.
- Previous experience using TechnologyOne or another medium-to-large FMIS.
- Experience and demonstrated capability in applying accounting principles, financial control processes, preparing financial reporting, and cash management
- Excellent organisational skills with demonstrated capability in planning, prioritising and managing work in a busy environment to meet deadlines

Hei Arataki | Te Manatū Waka's Māori Strategy

Hei Arataki has been developed to improve transport outcomes for Māori. Hei Arataki acknowledges that New Zealanders are not flourishing if Māori are not flourishing, and sets out our strategy direction to identify issues and opportunities for Māori in transport policy design and delivery.

<https://www.transport.govt.nz/assets/Uploads/Paper/HeiAratakiMaoriStrategy-1.pdf>

Hei Arataki is underpinned by the following Ngā Mātāpono | Guiding Principles:



Rangatiratanga

Empowering
and Leading



Kaitiakitanga

Guardianship and
Protection



Whanaungatanga

Collaboration
and Unity



Manaakitanga

Caring for and
valuing others

Te rereketanga me te whakauru | Diversity and inclusion

We want our workforce to increasingly reflect the communities we serve. Te Manatū Waka welcomes and supports people diverse backgrounds including people of all gender identities, ages, ethnicities, sexual orientations, disabilities and religions. A requirement of this role is to actively support and promote our diversity and inclusion principles.

Te hauora, haumaru me to orange | Your health, safety and wellbeing

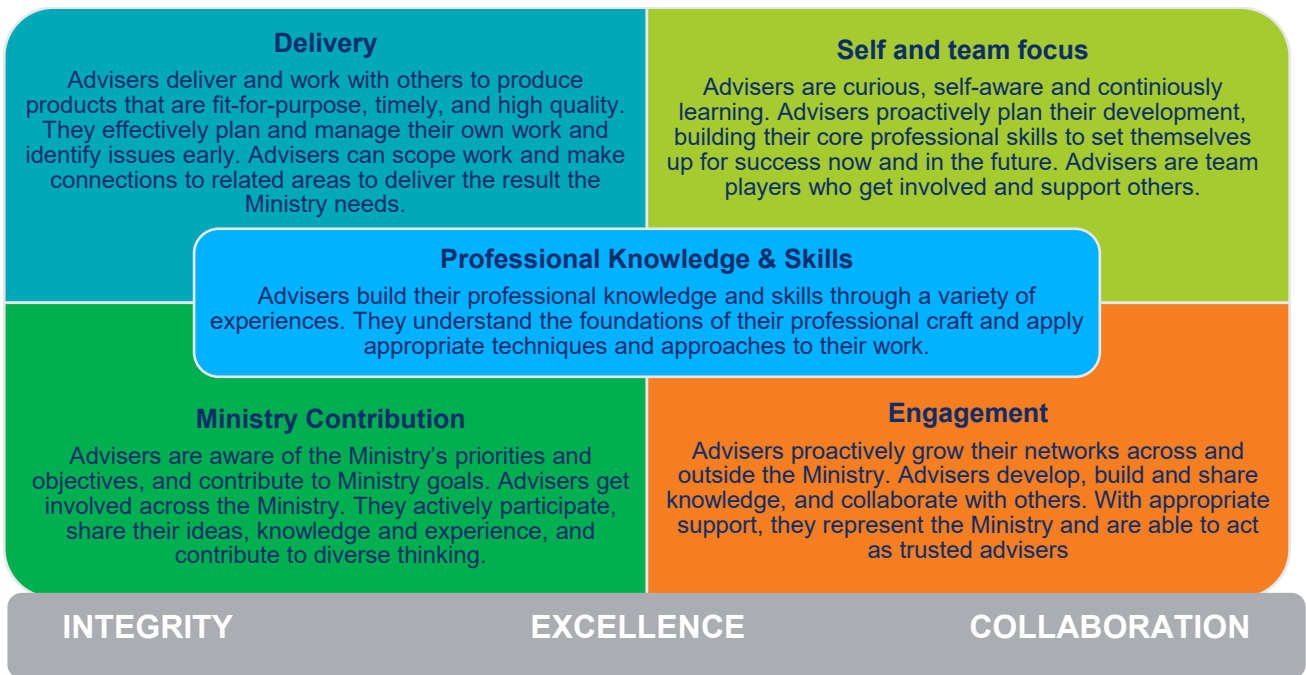
At the Ministry we expect all employees to:

- work safely and take responsibility for keeping self and colleagues free from harm
- report incidents and hazards promptly
- know what to do in the event of an emergency
- ensure personal health and safety standards are adhered to when at work or offsite when working.

Mahi, he aha te mea e tumanakohia ana | Performance Expectations

We are a high performing organisation. A key part of this is being clear about roles and expectations. Te Manatū Waka's expectations of Advisers are set out below. This is an Adviser Level 2 position, and the post holder will demonstrate added depth and breadth across multiple projects and/or relevant portfolio areas.

Advisers and their managers share responsibility to use these expectations to support an Adviser's performance and development. The intent is to clarify, make visible and clearly communicate expectations to ensure common understanding and consistency.



Pūkete Arataki Whaihua | Leadership Success Profile – capabilities

We use the Leadership Success Profile (LSP) to help guide our people, including those not in management positions, towards the skills and capabilities needed for success within the Ministry and across the public sector.

