

Salary band

# Job Description Te Whakahuatanga Job title Senior Adviser – Departmental Group Corporate Services | Te Kāhui Tangata Chief Financial Officer | Āpiha Pūtea Matua Reporting to Location Wellington Office **Direct reports** N/A Security clearance N/A HR delegation N/A Finance delegation N/A

# Public Service Purpose | Te Aronga o te Ratonga Tūmatanui

**Date** 

Band 17

The public service supports constitutional and democratic government, enables both the current Government and successive governments to develop and implement their policies, delivers high-quality and efficient public services, supports the Government to pursue the long-term public interest, facilitates active citizenship, and acts in accordance with the law.

July 2025

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

# The Ministry of Transport's Purpose - Enabling a transport system that connects New Zealand | Te whakaahei i te punaha waka e hono ana i a Aotearoa

We are the Government's system lead on transport. We inform and advise the government on current and long-term transport issues by providing policy and investment advice to Ministers, leading regulatory reform, and monitoring the performance of the transport agencies that regulate or deliver transport services that New Zealanders rely on every day.

You can find out more about the Ministry of Transport at (<a href="https://www.transport.govt.nz/about-us/">https://www.transport.govt.nz/about-us/</a>).

## Our values | Ngā uaratanga matua



## Corporate Services | Te Kāhui Tangata

The Corporate Services Group is responsible for delivering specialist advice and services to the Senior Leadership Team (SLT) and the Ministry, and ensuring that appropriate organisational systems, policies and processes are in place to enable the Ministry to deliver on our core functions.

#### transport.govt.nz | hei-arataki.nz

# Senior Adviser – Departmental Position

The Senior Adviser – Departmental leads the Ministry's departmental budgeting, and monthly internal reporting processes, under the guidance of the Chief Financial Officer (CFO). This role works as a trusted advisor for the budget managers and senior leaders within the Ministry by providing accurate and responsive financial information and advice.

This role plays an important role in supporting important areas of financial governance and decision making, including reporting to the Senior Leadership Team (SLT), and Milford and Finance SLT Subcommittees. This role is also the secretariat for the Finance SLT Subcommittee.

## What you will do | Te mahi

This role is responsible for:

- Working with the CFO to develop and implement a plan for the long-term fiscal sustainability of the departmental budget, including setting budgeting approaches and supporting the external Budget process.
- Leading the departmental budgeting and forecasting processes across the Ministry, including leading and coaching junior finance staff.
- Providing proactive and responsive advice and expertise to budget managers and DCEs, including reviewing and advising on internal business cases and contracts, including any accounting impacts.
- Preparing departmental month-end DCE and SLT reports.
- Lead the preparation of the departmental content for Performance Plans and other ad hoc reporting.
- Oversee the secretariat services for the Finance SLT-Subcommittee.
- Overseeing the Milford Aerodrome memorandum account and reporting to the Milford sub-committee.
- Providing training and education to Ministry staff where needed.
- Contributing to enhancement and improvement of financial policies, processes and systems process to continue to improve departmental budgeting, forecasting and reporting processes.
- Supporting the Financial Controller with the management of the Ministry's core financial services and accounting function, including reviewing outputs from other team members and backing up team members when required.
- Providing input into responses for Official Information Act, Parliamentary questions, Select Committee questions and other Parliamentary requests, as 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.

#### Who you will work with | Tou kapa

Internal	External
Finance team	Audit New Zealand
Corporate Services Group	The Treasury
Cost centre managers	
Ministry staff	

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

- Demonstrate in-depth knowledge and experience in preparing financial information and processes that allows you to think on your feet and identify risks, including up-to-date knowledge of relevant financial reporting standards (NZ IPSAS, NZ IFRS and GAAP)
- Strong attention to detail and capability in delivering accurate and high-quality work
- Excellent written and verbal communication skills and great ability to build relationships and influence others, including with senior leaders

- Analytical and problem-solving, being able to analyse data to gain insights and offer solutions to problems
- Continuous improvement mindset and ability to drive improvements in systems and processes
- Excellent organisational skills and able to work autonomously and meet deadlines
- Experience using Microsoft, including excel, and TechnologyOne or another medium-to-large FMIS
- Chartered Accountant/Certified Public Accountant qualification or equivalent
- Knowledge of Public Sector accounting principles and management practices beneficial

# The Ministry of Transport's Māori Strategy | Hei Arataki

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 Guiding Principles | Ngā Mātāpono:









# Diversity and inclusion | Te rereketanga me te whakauru

We want our workforce to increasingly reflect the communities we serve. The Ministry 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.

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

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.

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

We are a high performing organisation. A key part of this is being clear about roles and expectations. The Ministry of Transport's expectations of Senior Advisers are set out below. The intent is to clarify, make visible and clearly communicate expectations to ensure common understanding and consistency.

### **Delivery Leadership**

Senior advisers work on and often have a leadership role in complex, ambiguous and sensitive work. Senior advisers are skilled at scoping a piece of work and making connections to related areas of work to deliver the result the Ministry needs. They effectively plan and manage projects, and anticipate issues before they arise. Senior advisers deliver and work with others to deliver products that are fit-for-purpose, timely, and high quality.

#### **Self and Team Focus**

Senior Advisers are honest & courageous, curious, self-aware & agile and resilient. Senior advisers focus on developing and cementing their professional skills so that they have a deep tool kit. They build capability within their team by pro-actively supporting more junior staff on core skills, stakeholder engagement, planning, and navigating through complex issues. Senior advisers model these behaviours.

## **Ministry Contribution**

Senior advisers understand the Ministry's priorities and objectives, and contribute to accomplishing Ministry goals. Senior Advisers get involved across the Ministry. They foster a culture of learning, share their knowledge and experience, and help to challenge thinking.

## **Professional Capability**

Senior advisers apply well-developed professional knowledge and skills to their work. Senior advisers are capable of working with minimal supervision but seek guidance on complex issues, and test possible solutions to problems. They know and use a range of techniques, models and frameworks relevant to their work, and use the most appropriate approach in a given situation.

#### (External) Engagement

Senior Advisers are connected outside the team and the Ministry – they are visible, valued and operate across a range of networks. Senior Advisers develop, build and share knowledge, collaborate with others, and influence the agenda. They effectively represent the Ministry's interests and are trusted advisers.

INTEGRITY EXCELLENCE COLLABORATION

# Leadership Success Profile – capabilities | Pūkete Arataki Whaihua

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.

## **HONEST & COURAGEOUS**

Deliver the hard messages and makes difficult decisions in a timely manner to advance the longer term best interests of customers and New Zealand.

#### CURIOUS

Show curiosity, flexibility, and openness in analysing and integrating ideas, information, and differing perspective – to make fit for purpose decisions.

#### **SELF-AWARE & AGILE**

Leverage self-awareness to improve skills and adapt approach; to strengthen personal capability over time and optimise effectiveness with different situations and people.

## **RESILIENCE**

Show composure, grit, and a sense of perspective when the going gets tough – to help others maintain optimism and focus.