

## Job Description | Te Whakahuatanga

<b>Job title</b>	Senior Adviser – Departmental		
<b>Group</b>	Corporate Services   Te Kāhui Tangata		
<b>Reporting to</b>	Chief Financial Officer   Āpiha Pūtea Matua		
<b>Location</b>	Wellington Office		
<b>Direct reports</b>	N/A	<b>Security clearance</b>	N/A
<b>HR delegation</b>	N/A	<b>Finance delegation</b>	N/A
<b>Salary band</b>	Band 17	<b>Date</b>	July 2025

### Public Service Purpose | Te Aronga o te Ratonga Tūmatanui

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.

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 whakaahē 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 (<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 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](https://transport.govt.nz) | [hei-arataki.nz](https://hei-arataki.nz)

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## 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.



## 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.

