

## Job Description | Te Whakahuatanga

<b>Job title</b>	Senior Adviser – Strategic Financial Management		
<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

<p><b>Integrity</b></p> <p>–</p> <p><b>Tapatahi</b></p>	<p><b>Excellence</b></p> <p>–</p> <p><b>Kairangi</b></p>	<p><b>Collaboration</b></p> <p>–</p> <p><b>Mahi tahi</b></p>
---	--	--

### 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)

HEAD OFFICE: PO Box 3175, Wellington 6140, New Zealand. PH: +64 4 439 9000

AUCKLAND OFFICE: NZ Government Auckland Policy Office, PO Box 106483, Auckland 1143, New Zealand. PH: +64 4 439 9000

## Senior Adviser – Strategic Financial Management Position

The Senior Adviser - Strategic Financial Management leads technical accounting advice, to ensure that the financial information produced has integrity, is accurate, is consistent with Finance policies and in accordance with NZ GAAP (PBE IPSAS). This also includes appropriate monitoring and reporting.

The role works closely with the Principal Adviser - Strategic Financial Management on Vote management for Transport, including the production of estimates documents, baseline submissions and other Ministerial reporting.

### What you will do | Te mahi

This role is responsible for:

#### Delivery Leadership

- Partnering with the Principal Adviser - Strategic Financial Management and Senior Accountant - Strategic Financial Management in the delivery of Minister's submissions for the Budget and Half-Year Economic and Fiscal Updates (BEFU, HYEPU), Baseline Updates and forecast tracks for Vote Transport.
- Providing financial advice (including identifying risks and opportunities) for transport policy or monitoring activity, including leading or contributing to Cabinet papers, joint Ministers and internal briefings.
- Supporting the development and delivery of the non-departmental financial elements of the annual report, and the delivery of other transport sector financial reporting, process and briefings to Ministers.
- Supporting the month end appropriation reporting and any other ad hoc reporting to the Finance Committee and SLT.
- Supporting the Finance Team responses to Official Information Act requests (OIAs), parliamentary questions (PQs), select committee questions (SCQs) and other Parliamentary requests, as required.

#### Professional Capability

- Provide strategic advice, including the review of internal and external business cases, pricing reviews and other advice.
- Identification of continuous improvement opportunities for the finance processes and systems, particularly as related to Vote Management.
- Think, lead and act strategically; to assess Ministry and Crown agencies financial and operational plans and performance. Engage others internally and externally to influence outcomes.
- Help lead and contribute to the management of Vote Transport appropriations with the Principal Adviser - Strategic Financial Management in terms of appropriation financial oversight and control.

#### Quality Financial Information, Compliance and Advice

- Advising the wider Ministry on financial policies and good financial management practices.
- Complying with the Public Finance Act, taxation and other relevant legislation, Cabinet Office circulars, accounting standards and Treasury guidelines.
- Ensuring the integrity of financial information provided to internal and external users is to a high standard.

#### Team Focus

- Coaching, advising and mentoring more junior members for day-to-day and long term development.
- Supporting the team to ensure delivery of high-quality financial services to maximise the contribution the team makes to the Ministry's outcomes and government goals.

#### External Engagement

- Working collaboratively with Treasury to ensure the Ministry's strategies are captured in the information flow to central government.
- Supporting the relationship with Audit New Zealand, especially for non-departmental matters.

- Establishing and developing productive relationships with other transport sector agencies and the wider government sector.

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	Treasury
Corporate Services Group	Audit New Zealand
Managers and policy teams across the Ministry	Transport Sector Agencies
	The Minister and Minister's office

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

- Tertiary qualification in a relevant discipline or equivalent operational experience (for example with Vote oversight or management)
- Sound knowledge of Machinery of Government and State Sector processes and systems and in particular strong understanding of annual budget cycle processes (including policy and appropriation processes)
- Proven written and verbal communication, with strong influencing skills
- Proven ability to manage key relationships at a senior level both internally and externally
- Organises and schedules own work to meet competing demands/deadlines without compromising quality
- Comfortable with ambiguity and problem solving, with a continuous improvement mindset
- Highly developed analytical skills and an in depth understanding of the finance arena
- Able to understand high level management and strategic issues
- Experience and knowledge of government accountability processes
- CA or equivalent desirable

### 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:



**Rangatiratanga**

Empowering  
and Leading



**Kaitiakitanga**

Guardianship and  
Protection



**Whanaungatanga**

Collaboration  
and Unity



**Manaakitanga**

Caring for and  
valuing others

### 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.

### **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.