

Job Description | Te Whakahuatanga

Job title	Principal Adviser – Strategic Financial Management Kaitohutohu Mātāmua		
Group	Corporate Services Te Kāhui Tangata		
Reporting to	Chief Financial Officer Āpiha Pūtea Matua		
Location	Wellington Office		
Direct reports	N/A	Security clearance	N/A
HR delegation	N/A	Finance delegation	N/A
Salary band	Band 18	Date	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 whakaahēi 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 | hei-arataki.nz

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Principal Adviser – Strategic Financial Management Position | Kaitohutohu Mātāmua

The Principal Adviser - Strategic Financial Management is responsible for providing strategic advice to senior management and the Minister in relation to the implications of complex financial issues/arrangements.

The role also leads the Vote management for Transport, including overseeing the production of estimates documents, baseline submissions and other Ministerial reporting.

What you will do | Te mahi

This role is responsible for:

Delivery Leadership

- Overseeing the Senior Accountant - Strategic Financial Management and Senior Adviser - 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 and 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.
- Overseeing the month end appropriation reporting and any other adhoc reporting to the Finance Committee and SLT.
- Supporting the Finance Team responses to Official Information Act requests (OIA's), parliamentary questions (PQ's), select committee questions (SCQ's) and other Parliamentary requests, as required.
- Provide back-up for the CFO in Vote matters.

Intellectual Leadership

- Partner with the Chief Financial Officer (CFO) and Financial Controller to oversee the provision of technical accounting advice and support to the Finance team and Ministry.
- Provide strategic advice, including the review of internal and external business cases, pricing reviews and other advice.
- Identify risks, look for opportunities, and provide strategic financial advice about the next generation of policy issues facing the transport sector.
- Identify 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.
- Develop, test, and implement new ideas and strategic financial frameworks that support the provision of forward focused expert advice and insights.

People and Self Leadership

- Provide leadership and oversight to the Senior Accountant – Strategic Financial Management and Senior Adviser – Strategic Financial Management and other finance staff.
- Connect with people in other teams; to build trust and be a leader that people want to work with.
- Support the Finance team to ensure delivery of high-quality financial advice to maximise the contribution that the team makes to Ministry outcomes and government goals.
- Enhance the overall capability of the team through coaching and mentoring team members during their day to day work, and against their longer term development plans.

External Leadership

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

Collective and Ministry Leadership

- Take a finance leadership role in cross-Ministry and cross-government policy projects and appropriately representing Finance or Ministry views.
- Provide finance thought leadership to inform, drive and challenge Ministry thinking and support strategic recommendations.
- Effectively influence through engagement and communication with senior stakeholders.
- Proactively contribute to Ministry initiatives relating to the Ministry's strategy and culture.

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

- Experience in:
 - providing strategic financial advice to a variety of stakeholders
 - complex financial analysis in a medium to large organisation
 - the public or finance sector
 - working with medium or large accounting software packages
 - leading, coaching and mentoring staff (extensive)
 - business partnering in a medium organisation, using a critical friend approach
- Proven written and verbal communication, with strong influencing skills
- Excellent organisational skills and the ability to meet deadlines
- Strong intellectual ability, nous and judgement
- Ability to demonstrate achievement, drive, ambition, optimism, and delivery-focus to make things happen and achieve ambitious outcomes
- Expert knowledge of financial management best practice within the public sector
- Understanding of New Zealand Public sector financial policies, rules and processes
- Knowledge of public sector financial concepts and challenges therein
- Membership of a relevant professional accounting/financial management body
- A relevant University degree or equivalent

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. Principal Advisers play a vital role towards achieving this goal. Clear expectations and being accountable for meeting them is crucial for a Principal Adviser's success and in supporting team members to achieve their expectations. The expectations outlined below provide a comprehensive outline of what is expected to be a successful Principal Adviser at the Ministry of Transport.



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.