

POSITION DESCRIPTION

Position:	Financial Management Accountant
Location:	Office of the Children's Commissioner (Wellington)
Reporting to:	Corporate Services Manager
Issue Date:	February 2023
Delegated Authority:	Nil
Staff Responsibility:	Nil

Children's Commissioners' Purpose

The Children's Commissioner is an Independent Crown Entity, appointed by the Governor-General, carrying out responsibilities and functions set out in the Children's Commissioner Act 2003. The Office of the Children's Commissioner advocates for system change so Aotearoa New Zealand works better for mokopuna in every way, throughout their entire life. For us, child wellbeing is about whānau wellbeing.

We are committed to honouring and embedding Te Tiriti o Waitangi in all our work. Alongside that we have three key roles under the law¹:

- **Advocating** for the rights², interests and wellbeing of New Zealanders under the age of 18, including implementing the UN Convention on the Rights of the Child
- **Monitoring** places where mokopuna are detained and services that are provided for them
- **Ensuring** the voices of mokopuna are heard and acted on by decision makers.

The Children's Commissioner's activities must comply with the relevant provisions of the Public Finance Act 1989, Crown Entities Act 2004 and any other relevant legislation.

Our People and Our Values

The Commissioner's office (the tari) bring specialist skills and expertise to the varied and complex challenges facing mokopuna today. We can influence government to ensure children's needs are respected and progressed. We have the skills to research and evaluate complex information. We understand the power of strong stakeholder relationships, so we work hard to develop and maintain them. The way that we think, and work is driven by behavioural norms and expectations reflected in the organisational values we collectively hold dear.

¹ In addition to our functions in the Children's Commissioner Act 2003, we also have specific statutory responsibilities under several other Acts : Oranga Tamariki Act 1989 / Children and Young People's Well-being Act 1989; Oranga Tamariki (Residential Care) Regulations 1996; Crimes of Torture Act 1989 (COTA); Human Assisted Reproductive Technology Act 2004.

² As articulated in the United Nations Convention on the Rights of the Child.

To be successful, the values that all the tari employees strive to uphold are:

Aroha – Children are sacred beings, they are our Taonga. They are born with their own inherent dignity and mana; they are shaped by those that care for them. We always act with compassion and empathy, adapting readily to respond to their needs.

Pono – We believe honesty and integrity are key to doing our job well. We always report things as we see them and never as how others want them to be seen. We stay true to one important thing: we do as we say we will.

Tika – We are always about the best possible results for children. We empower others to bring about the best for them. We're independent and always speak out for their interests. We consider the range of needs we have to meet and make every attempt to get it right.

Mātauranga – Children are our reason for being. They are involved, participate, and have input into things we do. We act from a place of knowledge; we work from evidence and advise others based on the things we learn.

These values are supported by a clear performance framework that translates these into clear behaviours that all staff must consistently demonstrate.

Purpose of this Position

The Financial Management Accountant will support the Corporate Services Manager in ensuring that the financial management, budgets, payroll, procurement and risk management, and business reporting is prepared and analysed to support the Office's planning and business needs.

Working Relationships

Internal: <ul style="list-style-type: none">• Corporate Services Manager• Children's Commissioner• Executive Director• Corporate Services Team• Senior Leadership team• Other team members	External: <ul style="list-style-type: none">• Audit NZ• Suppliers, Contractors and Service Providers• Treasury• Other Government Agencies• MSD Finance Managers
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Key Accountabilities

Key Result Areas	Accountabilities
Provide financial and management accounting services and advice	<ul style="list-style-type: none"> • Manage financial accounts (payables and receivables) and delivery of financial information and reports for the Office. • Develop budgets and forecasts. • Monitor expenditure and report variances to reconcile expenditure. • Responsible for monitoring internal control systems and processes. • Manage the Accounting system Xero. • Assist in presenting interpreted accounting data in a way that the budget managers can understand and use appropriately. • Provide support and advice to budget managers to meet their financial obligations, including delegations, and forecast reporting. • Provide management and accounting support and advice as required. • Advise and assist budget managers in the preparation of budgets. • Proactively identify fiscal risk and advise the Corporate Services Manager. • Support budget managers in financial management and financial internal controls. • Provide managers and staff with education and training on planning and accounting systems and processes.
Deliver quality information to Senior Leadership	<ul style="list-style-type: none"> • Research, assemble and analyse historical, current, and projected financial data for use in planning, reporting and operational management decision making including new initiatives/proposals to plans and resource levels. • Review the financial performance of the Office against quantity, quality and timeline considerations.
Payroll services	<ul style="list-style-type: none"> • Manage the fortnightly payroll service • Manage the Datacom Direct Access System for all payroll related services
Provide Procurement Management Services	<ul style="list-style-type: none"> • Administer lease, maintenance and other procurement contracts. • Manage all All-of-Government contracts. • Manage Contracts Register for all new contracts and financial management and report on those annually.

<p>Deliver the financial system to business units that will assist in financial planning in the short and long term</p>	<ul style="list-style-type: none"> • Support the development and management of the operational planning and costing system. • Work with the Corporate Services Manager to improve reporting and user requirements. • Continually review the requirements of end user reports to improve the focus and effectiveness of the information that will meet user requirements in terms of time and quality.
<p>Provide costing analysis to assist internal stakeholders</p>	<ul style="list-style-type: none"> • Evaluate business units financial and non-financial indicators and how movement will affect business performance in volumes, cost, and appropriations. • Undertake projects that will improve operating efficiency and ensure business units spend within its allocation. • Work with business groups to review costing and critique ministerial papers and business cases to provide input into various reviews.
<p>Maintain the cost allocation model</p>	<ul style="list-style-type: none"> • Monitor cost accounting policy and procedures to improve both activity and output cost allocation processes to meet demands from managers.
<p>Health, Safety and Security</p>	<ul style="list-style-type: none"> • Understand and implement your Health & Safety and accountabilities. • Ensure you understand, follow, and implement all Health & Safety and wellbeing policies and procedures.
<p>Project support and other duties</p>	<ul style="list-style-type: none"> • Participate in projects and perform other duties as required

Technical/Professional knowledge and skills

- Chartered Accountant and a membership of the Chartered Accountants Australia and New Zealand, or Certified Practising Accountant preferred but not essential
- CIMA qualification desirable but not essential
- A minimum of 3-5 years relevant management accounting experience in a large organisation (preferably public sector)
- Experience in Government financial processes, particularly baseline management.
- Wide experience in costing and reporting methodologies for both operating and capital and all appropriation types.
- Demonstrated experience in successful financial reporting
- Knowledge of relevant legislation
- High level of attention to detail and accuracy
- Experience and knowledge required for effective performance in the position
- Excellent interpersonal, relationship management and inquiry skills
- Achievement focus and ability to meet deadlines
- Attention to detail and accuracy.
- Excellent organisational and planning skills.
- Strong analytical skills.
- Advanced computer skills in Microsoft suite of programmes

Special Requirements

- Demonstrated commitment to embedding Te Tiriti based practice within previous roles, and commitment to progressing the Te Tiriti journey of the tari, including participating in te reo lessons or cultural development activities
- Values diversity, and contributes to an inclusive working environment