

# Senior Financial Accountant Position Description

Business Unit	Corporate
Location	Wellington
Type	Fixed Term, Full Time - March 2025 to February 2026
Last Updated	January 2025

## Ko wai mātou | About us

The Water Services Authority - Taumata Arowai is the water services regulator for Aotearoa New Zealand. We are committed to ensuring all communities have access to safe and reliable drinking water every day. We also have an oversight role in relation to the environmental performance of public drinking water, wastewater, and stormwater networks.

## Mō tēnei tūranga mahi | About this role

### Position Purpose

The Senior Financial Accountant will deliver the organisation's financial functions including analysis, financial advice, and reporting to support the Board and Māori Advisory Group Chairs, Leadership Team, and managers.

The Senior Financial Accountant is a member of the Finance Team, who provide a range of finance, procurement, and facilities management services to support the agency to deliver its regulatory functions.

Reports to	Chief Financial Officer	
Staff	1 Direct Report	
Financial Authority	Nil	
Key Relationships	<b>Internal</b> Chief Executive and Leadership Team Budget holders and People Leaders Finance and Procurement Team	<b>External</b> Monitoring agency Treasury Westpac NZ Appointed Auditor Suppliers and vendors

Level:

Planning and  
Performance Team  
Finance Officer

## Key Accountabilities

It is likely that the scope and functions of positions within Taumata Arowai will evolve over time.

### Financial Accounting

- Coordinate and prepare the month-end, quarter-end, and year-end close and financial reporting to produce accurate financial information
- Coordinate the delivery of the financial statements and associated notes for key accountability documents, such as the Annual Report and Statement of Intent
- Process payment run including reviewing invoices
- Contribute to the response to other internal and external reporting requirements, such as reporting to the monitoring agency
- Manage the Audit process, prepare and provide information for, and engage with the appointed auditors, for audit engagements
- Contribute to the agency's financial response to Select Committee questions, OIAs and PQs
- Manage the fixed asset register, including capitalisation of fixed assets in the FMIS and ensuring compliance with relevant accounting standards and policies
- Undertake cash flow and investment management
- Ensure agency tax obligations are met
- Maintain the financial management information system (FMIS) to ensure a robust control environment is maintained and data and information is accurate
- Maintain up to date knowledge and application of relevant accounting standards and practices
- Manage credit cards, expenses and payroll
- Maintain a strong financial control environment, including preparing reconciliations

### Management Accounting Support

Support the Finance Business Partners to:

- Prepare regular and ad-hoc financial and management reports for the Board, Finance Risk and Audit Committee, Leadership Team and Managers as required, linking financial information with non-financial performance, and highlighting financial risks and insights to allow informed decision making
- Coordinate internal budget and forecasting processes, including partnering with managers and the Planning and Performance Team to ensure resources are allocated effectively for the agency to deliver on its outputs, and coordinating the delivery of the Statement of Performance Expectations

- Provide financial analysis and advice to support the Leadership Team, CFO and other managers with effective decision making, and to allow them to meet their financial management and reporting obligations
- Support the CFO to design and embed effective financial management within Taumata Arowai to enable the agency to maximise benefit from its resources, including ensuring awareness and compliance with financial processes and policies, and training where appropriate
- Undertake ad hoc project work and reporting as required

## Leadership

- Build and lead a high performing team which are engaged and motivated to succeed
- Ensure all team members demonstrate the tikanga and whakatauki of Taumata Arowai in their engagement with others
- Develop an environment within the team that encourages innovation and collaboration
- Demonstrate commitment to developing personal Māori-Crown relations capability and creating a team and organisational environment that enables kaimahi to build their capability.
- Value and respect the diversity of contribution within the team and build an inclusive team culture
- Coach and mentor kaimahi, providing them with development opportunities to build their capability

## People Management

- Provide day to day oversight and supervision of direct reports
- Provide advice and support to team members to assist them to carry out their duties
- Ensure kaimahi have a strong cultural alignment to Taumata Arowai kaupapa and remain connected to other Taumata Arowai teams

## Health and safety for self

- Work safely and take responsibility for keeping self and colleagues free from harm
- Report all incidents and hazards promptly
- Know what to do and follow relevant procedures or instructions in the event of an emergency
- Cooperate in implementing return to work plans
- Comply with Wellbeing Health and Safety policies

## Ko koe tēnei | About you

### Qualifications

- Relevant tertiary qualification in business, accounting, or finance
- CA or CPA qualified, or equivalent
- Evidence of maintaining continuous professional development

## Experience

- Minimum of three years' experience post qualification as a Chartered Accountant
- Experience in a financial accounting role within a corporate finance function
- State sector experience desirable
- Experience using FMIS to support decision making
- Experience in the preparation of statutory accounts
- People management experience (desirable)

## Knowledge

- Understanding of the financial planning process in the public sector including the Public Finance Act, Crown Entities Act and GAAP
- Understanding of the machinery of government and government decision-making process
- In depth understanding of financial processes and reporting standards

## Skills and Attributes

- Strong numerical literacy
- Strong budgeting, modelling, and financial reporting expertise
- Intermediate spreadsheeting skills
- Ability to work under pressure and manage ambiguity and complexity
- Demonstrated commitment to the principles of Te Tiriti o Waitangi and developing own capability in te ao Māori
- Ability to take a strategic and long-term view to business performance
- Ability to convey complex and technical concepts and themes to a range of audiences
- Ability to plan work and work to deadlines