

POSITION DESCRIPTION

Position Title:	Financial Analyst and Planner
Organisation:	Electoral Commission
Location:	Wellington
Version Date:	January 2021
Reports to:	Manager Corporate Services

Position Purpose

The Financial Analyst and Planner is accountable for the Commission's financial well-being as an active participant in the Commission's overall financial strategy. They will set and lead all financial administration and be a leading contributor in business financial planning and budgetary projections. They will work closely with and engage business unit managers to enable financial well-being for all operational business functions through the provision of financial projections, analyses, cost identification and allocation and fit-for-purpose budgetary services.

The Financial Analyst and Planner will ensure finance staff maintain financial systems in accordance with Generally Accepted Accounting Principles and monitor the use of all funds. They will also coordinate all AuditNZ activities as required.

As a senior member of Corporate Services key responsibilities include:

- Sound judgement and making thorough recommendations for enhancements
- Being seen and accepted as a highly trustworthy team leader fostering collaboration, the sharing of ideas, influencing behaviours and decisions, and nurturing team work and performance
- Reporting against the Commission's financial accountability documents

Electoral Commission – Te Kaitiaki Take Kōwhiri

Who we are:

We are an independent Crown Entity who works with and through communities to inform, engage and educate New Zealanders about the value of taking part in the electoral system.

Our objective under the Electoral Act 1993 is to administer the electoral system impartially, efficiently and effectively, and in a way that:

- a) Facilitates participation in parliamentary democracy; and
- b) Promotes understanding of the electoral system; and
- c) Maintains confidence in the administration of the electoral system.

Our Vision:

New Zealanders trust, value and take part in parliamentary elections.

Our Strategic Mission:

The Commission wants New Zealanders to understand their electoral system, to have trust and confidence in our administration of their electoral laws, to find enrolling and voting easy, and to value and exercise their right to vote.

Our Contribution:

New Zealanders will trust, and are more likely to value and take part in parliamentary elections if we:

- Act impartially, professionally and in accordance with the law
- Make participation easy
- Deliver timely and accurate results
- Are open to public, judicial and parliamentary scrutiny
- Continually improve our processes, procedures and service.

Our Values:

Our Values outline the expectations the Commission can have of us, and the expectations that we can have of the Commission. These mutual responsibilities influence the way we go about our business. Together each day we apply Our Values, which encompasses:

Taumata Values Framework:

Ngā Uara / Values <i>translation</i>	Explanations
1. Tūhonotanga (v) to join, bond, attach, connect. <i>Connecting / building and maintaining relationships</i>	Bringing people together to increase participation in democracy.
2. Aratakina (v) to conduct, lead, point out, guide. <i>Knowledge Transfer</i>	Guiding towards greater understanding
3. Uakaha (n) vigour, energy, dynamism, enthusiasm. <i>Energy / dynamism / innovation</i>	Being dynamic and energetic in what we do
4. MĀnaakitanga (n) hospitality, kindness, generosity, support. <i>Power Transfer</i>	Demonstrating generosity and empowering people.
5. Tikā (adj.) be true, valid, honest, genuine, sincere. <i>Integrity and honesty</i>	Doing things right; doing the right things!

Dimensions of the position for which the incumbent is accountable:

Number of direct reports	Up to 1 permanent staff and 1 fixed term staff
Number of indirect reports	Nil
Operating budget	In conjunction with the Manager Corporate Services role in their Chief Financial Officer capacity the Financial Controller manages and monitors the Commission's \$180m+ budget over a three-year cycle.
Other [delegation levels]	Financial delegations as provided by the Manager Corporate Services

Important Relationships:

Internal:

- CEO
- Electoral Commission Board
- Commission Managers and Staff, including permanent and temporary field staff.

External:

- Ministry of Justice
- Treasury
- Audit New Zealand
- Inland Revenue
- Bank of New Zealand
- Other public sector organisations
- Suppliers, consultants and contractors.

Key Accountabilities:

Accountability Area	Deliverables / Outcomes
Financial Management Accountabilities	<ul style="list-style-type: none">• Working with the Senior Leadership Team to identify longer term budget needs for the Electoral Commission taking into account the strategic objectives and longer-term planning assumptions• Collaborating with Senior Leadership Team members to formulate business assumptions and advising on financial consequences• Helping to develop budgets based on agreed work programmes, and organisational priorities and affordability and identifies, communicates, and manages budget requirements• Meets organisation financial/budgeting requirements by assisting managers to adhere to approved budgets and by applying strict accountability systems for expenditure, including the monitoring and reporting of expenditure• Undertakes regular financial compliance checks of all Budget Portfolios and monitors quarterly spending to ensure it is tracking to budget• Overseeing the work of AuditNZ auditors, reporting against their findings and implementing remedial action where required• Ensuring all Electoral Commission taxation obligations are met in a timely and accurate manner• Effectively maintaining the Commission's financial management systems.
Internal and External Financial Reporting	<ul style="list-style-type: none">• Add value to decision making by:<ul style="list-style-type: none">• Planning financial workflow that ensures internal and external reporting is produced to agreed timetable, is accurate and with a high attention to detail• Managing the production of high quality internal financial reports and dashboards which provide the Manager Corporate Services and other managers with timely, accurate information needed to effectively monitor and manage the Commission's position, trends and deviations against planned projections• Providing budget holders with the required financial information for effective monitoring of their budgets• Undertake the planning and production of the financial sections of the annual report process and other corporate documents• Providing input into the quarterly internal and external reporting against strategic planning documents• Drafting financial reports for the Board.

Planning and Forecasting	<ul style="list-style-type: none"> • Contribution to the strategic business planning documents by: <ul style="list-style-type: none"> • Providing advice on the successful integration between financial and operational activities • Ensuring planning documents meet legislative and Commission requirements • Preparing budgets and forecasts for managers.
Financial and Budgetary Advice	<ul style="list-style-type: none"> • Builds the trust and confidence of management by providing high quality information and expert advice that is readily accessible, and addresses the issues raised to assist them make decisions • Provides timely, high quality, evidence-based advice through: <ul style="list-style-type: none"> • Research and accurate identification and prioritisation of issues • The use of various analytical models and frameworks to clarify and redefine issues • Appropriate and timely consultation processes • Development of viable options and practical solutions • Rigorous evaluation methods, monitoring and review processes.
Financial Projects	<p>Ensures projects undertaken are delivered according to time, cost, and quality standards or goals by:</p> <ul style="list-style-type: none"> • Defining project scope, work breakdown schedule and budget with project sponsor (e.g., a project plan or research proposal plan) • Identifying resource requirements to achieve the project work plan • Monitoring progress against project milestones and deliverables in accordance with the project/research plan • Providing regular reports on project status, budget, risks and issues in agreed format and within agreed timeframes • Conducting a post implementation review to identify learning/improvement opportunities for the future.
Relationship/ Stakeholder Management	<ul style="list-style-type: none"> • Builds and maintains effective working relationships with colleagues and works openly and collaboratively toward shared goals with a focus on creating a successful end-to-end electoral system • Builds strong relationships with external stakeholders and maintains these relationships to ensure the best outcome for the Commission • Identifies, develops and maintains a strong network of contacts including with key government agencies, external providers and international electoral agencies • Ensures that business relationships are maintained at an agreed level by developing, implementing, and maintaining service standards and quality assurance processes • Represents the Commission in the media, when required • Maintains integrity and high ethical standards of conduct.
Team Leadership	<ul style="list-style-type: none"> • Leading an effective and productive Finance team by: <ul style="list-style-type: none"> • Role modelling exemplary leadership and management behaviours, ethics and values • Setting clear expectations, monitoring team performance, and providing regular coaching conversations and feedback • Managing development for the team and each team member.
Information Gathering and Analysis	<ul style="list-style-type: none"> • Ensures a sound knowledge base for future operations by monitoring developments, collecting data/information, and liaising with internal and external groups such as the CA ANZ • Contributes to the quality of the Commission's operational procedures and related activities, by actively participating in discussions, suggesting improvements in research and analysis methods, and assisting team members to achieve quality results.

Risk Management and Risk Mitigation	<ul style="list-style-type: none"> • Ensures security and confidentiality procedures are in place for the appropriate storage and processing of all financial information and documents. • Develops and monitors financial administration practices along with training staff in the quality maintenance of these procedures • Ensures contingency planning is implemented, regularly reviewed, and updated • Working with other teams to proactively manage risks.
Health and Safety	<ul style="list-style-type: none"> • Complies with the Commission's health and safety policies and procedures. Takes action to improve the health and safety record of the workplace. Ensures equipment and work areas are well maintained • Takes personal responsibility for keeping themselves, co-workers and equipment free from mishaps • Ensures timely and accurate reporting of any hazards or potential hazards so that they may be remedied.

Person Specifications:

Qualifications and Technical Skills:

- A bachelor's degree in accounting or finance or relevant tertiary qualification
- Five plus years work experience at a senior accounting / finance level; time in the public sector would be an advantage
- Chartered Accountant qualification is required
- A high level of computer literacy, in particular a proficiency with accounting / finance software and spreadsheets

Experience and Knowledge Profile:

- Deep understanding of the Accounting / Finance discipline and proven in practice
- Ability to translate strategy into operational delivery
- Effective people management skills and the ability to motivate and influence behaviours and decisions of direct and indirect reports
- People leadership and staff management experience would be an advantage
- Effectual relationship management skills and ability to work in a team
- Experience in the delivery of operational policies and procedures based on legislation
- Well-reasoned research and analytical skills
- Ability to work with detail but understand the bigger picture
- Problem analysis skills and sound judgement
- High level of flexibility and ability to multi-task
- Effective communicator and strong written and verbal communication skills
- Knowledge / awareness of Te Reo and Tikanga is beneficial.

Key Competencies required:

Essential:

- **Decision Quality / Sound Judgement:**

Makes very thorough decisions based upon a mixture of analysis, insight, experience, and sound judgement. Is sought out by others for financial and budgetary advice and solutions.

Very Important:

- **Planning:**

Accurately scopes out length and difficulty of tasks, resources required and projects; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance and costs against goals; and evaluates results.

- **Problem Solving / Analytical Skills:**

Uses rigorous logic and methods to solve complex problems with effective solutions; probes all probable sources for answers; can see hidden problems; is excellent at honest analysis to make well-informed decisions; looks beyond the obvious and does not stop at the first answers.

- **Peer Relationships and Collaboration:**

Can quickly find common ground and solve problems for the good of all; can solve problems with a peer with a minimum of noise. Can represent her/his own interests and yet be fair to others; is seen as a team player who easily gains trust and support of peers and can be candid when warranted. Always encourages collaboration.

- **Interpersonal Savvy:**

Relates well to classes of people in all encounters. Builds appropriate rapport to establish effective relationships. Uses diplomacy and tact to diffuse high-tension situations to a comfortable outcome.

- **Professional Integrity and Trust:**

Demonstrates the ability to act in a manner that conveys high personal and professional standards consistent with the principles of importance to the Commission and the State Sector. Builds and maintains trust; is seen as a direct, truthful person; can present the unvarnished truth in an appropriate and helpful manner. Keeps confidences; admits her/his mistakes; does not misrepresent herself/himself for personal gain.