



POSITION DESCRIPTION

Financial Accountant

Unit/Branch, Directorate: Finance, Intelligence Community Shared Services

Location: Wellington

Salary range: H \$77,497 - \$116,246

Purpose of position:

The role of the Financial Accountant is to provide financial accounting advice and support, including provision of high level financial analytical services. The Financial Accountant is also responsible for external financial reporting outputs.

Our mission at the GCSB is to protect and enhance New Zealand's security and wellbeing.

Our mission at the NZSIS is to keep New Zealand and New Zealanders safe and secure

Our values at the GCSB are Respect, Commitment, Integrity and Courage

Our values at the NZSIS are Collaborative, Courageous, Positive, Driven and Self-aware

IC Shared Services purpose: The Intelligence Community Shared Services (ICSS) is a trusted partner of the New Zealand Security Intelligence Service (NZSIS) and Government Communications Security Bureau (GCSB) enabling the achievement of individual and joint agency strategic and operational outcomes.

We provide expert advice, guidance and business support in the professional fields of people and capability, finance, facilities, security, and procurement.

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Key accountabilities	Deliverables/Outcomes
<p>Financial management services Delivery of financial management services to GCSB and NZSIS that meet generally accepted accounting practices (GAAP), legislative requirements and organisation needs</p>	<ul style="list-style-type: none"> • Financial management services are delivered in line with the Agencies' strategies and the Finance team's overall strategy/work plan • Customer-centric service is delivered to all stakeholders that is fit for purpose and meets organisational requirements and priorities, and demonstrates an enhanced service provision • Contributes towards completion of financial processes such as tax obligations, accounts payable and receivable • Contributes towards completing month end and year end accounting services • Contributes towards managing the cash flow and working capital reporting • Management of the fixed asset system • Contributes to the implementation of internal and external audit recommendations
<p>Financial reporting and documentation</p> <ul style="list-style-type: none"> ○ Complete month and year end external financial reports, and supporting documentation ○ Prepare financial submissions and reports for finance related SSC, OIA requests, PQs, and Select Committee questions ○ Prepare all Treasury required CFSNET reporting and draft Estimates, and other Treasury reporting requirements 	<ul style="list-style-type: none"> • Financial statements for annual reports produced accurately, reflect industry best practice and align with the requirements of the Agencies, the Public Finance Act, other legal and statutory requirements; and Treasury Instructions • Reporting and submissions for SSC, OIA requests, PQs, and Select Committee questions are accurately completed within designated timeframes, that meet the requirements and standards of the Agency • All financial reporting is accurate, fit for purpose, completed within set deadlines and meet the needs of the customer • Finance documents including business cases and briefing papers are accurately prepared within set deadlines, to the standard required • Reporting meets government and business requirements within set deadlines
<p>Providing constructive feedback and timely input on systems, process, policy and procedure improvements within the Finance and Procurement Group</p>	<ul style="list-style-type: none"> • Actively contributes to ensuring processes are efficient and effective; and reviewed periodically, to enhance and improve financial management, information, services and value for money identified and improved within the Finance and Procurement Group

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	<ul style="list-style-type: none"> • Issues (with solutions) are raised appropriately and in a timely manner to ensure any problems within the systems are resolved
<p>Finance policies, processes and practices</p>	<ul style="list-style-type: none"> • Actively contributes and/or leads the successful implementation of Finance policies, procedures and resources that meet best practice standards in line with the legislative, departmental and auditing requirements • Ensures financial accounting policies, practices, systems and procedures meet GCSB and NZSIS organisational needs • Ensures robust controls are in place to support the efficient application of expenditure and other Finance related activities
<p>Undertake effective stakeholder engagement and relationship management</p> <ul style="list-style-type: none"> • Demonstrate commitment to fostering engagement at all levels of the Agencies and within Finance • Proactively communicates with the Finance team to work in synchronisation with Finance as a whole, and other parts of the business • Develops and maintains strong internal and external networks in order to keep them informed and share knowledge 	<ul style="list-style-type: none"> • Effective and productive relationships are built and maintained throughout the business, at the right level of influence • Finance is viewed as joined up/ connected from a stakeholder perspective • Learnings are effectively and frankly communicated and shared across functions to facilitate continuous improvement across Finance and the wider organisation • Participates effectively as a Finance team member
<p>Health and safety (for self)</p> <ul style="list-style-type: none"> • Work safely and take responsibility for keeping self and colleagues free from harm • Report all incidents and hazards promptly • Know what to do in the event of an emergency • Cooperate in implementing return to work plans • Be a visible role model at all times • Follow GCSB's safety rules and procedures 	<ul style="list-style-type: none"> • A safe and healthy workplace for all people using our sites as a place of work • All requirements in the NZIC Health and Safety policy and procedures are met
<p>Other duties</p>	<p>Any other duties that fall within the scope of the position</p>

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Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	<ul style="list-style-type: none"> • Finance and Procurement team members • Cost centre managers

Key stakeholders	
External:	<ul style="list-style-type: none"> • Audit New Zealand • Office of the Auditor General • Treasury • Other Government agencies • Inland Revenue • Tax Specialists • Banks • Finance professionals (or their counterparts) in the public sector or the wider intelligence community

Person Specification	
Experience:	<ul style="list-style-type: none"> • Ideally 3 years post qualification experience in a chartered accounting firm or a medium sized complex organisation within the public or private sector • Demonstrated understanding of finance policies, principles and trends • Sound IFRS knowledge and a familiarity with fixed asset accounting requirements • Proven relationship management experience, including the ability to establish and maintain effective working relationships across all levels of an organisation and externally • Previous experience of FMIS systems • Extensive experience in managing the preparation of monthly and annual financial statements. • An understanding of applying public sector corporate finance processes and reporting standards including the Public Finance and State Sector Acts, is desirable
Knowledge and Skills:	<ul style="list-style-type: none"> • Proven financial management and advisory skills • Excellent computer proficiency in the

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	<p>Microsoft Office suite of applications, particularly Microsoft Excel</p> <ul style="list-style-type: none">• Excellent written and oral communication skills, including proven experience in preparing reports• Highly effective planning and organising skills, including time management and the ability to manage conflicting and concurrent activities; and meet tight timeframes• Proven ability to work under pressure• Critical thinking as it applies to logic and reasoning to investigate strengths and weaknesses of possible solutions, conclusion or approaches to problems• A strong customer service ethic• Proven ability to work independently using sound judgement and initiative• Proven ability to work collectively as part of a successful team• Attention to detail with a high level of accuracy and well developed numeracy skills
Qualifications and Courses:	
Essential:	<ul style="list-style-type: none">• Bachelor of Commerce or equivalent• A member of CAANZ
Desirable:	<ul style="list-style-type: none">• Chartered Accountant
Specific Job Requirements:	<ul style="list-style-type: none">• Ability to obtain and maintain a TSS security clearance

Changes to Position Description

Positions in the GCSB may change over time as the organisation develops. Therefore we are committed to maintaining a flexible organisation structure that best enables us to meet changing market and customer needs. Responsibilities for this position may change over time as the job evolves. This Position Description may be reviewed as part of planning for the annual performance cycle.

Date PD reviewed: 28/01/2019

Signatures		
Manager's Name		
Signature		Date:
Employee's Name		
Signature		Date:

