



POSITION DESCRIPTION

Principal Advisor

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

Location: Wellington

Salary range: I \$90,366 - \$135,548

Purpose of position:

The Principal Advisor, Finance is responsible for the provision of strategic financial management advice and will represent the Finance team on a range of strategic organisational initiatives requiring financial thought leadership and expertise.

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>Work Programme Delivery</p> <ul style="list-style-type: none"> • Contribute financial management expertise to significant organisation-wide programmes, including provision of support to value for money initiatives requiring financial change management impact on the wider system, to ensure the development of robust advice and to contribute to successful implementation outcomes • Provide expertise in mainstream and leading edge methods of analysis, and lead the development and use of new methodologies, techniques or analytical frameworks, to ensure the group has the tools needed to produce robust advice • Ensure that forecasting models appropriately define the financial management environment necessary to achieve the organisation’s goals, and is supported by a programme of work that will result in the desired financial management environment 	<ul style="list-style-type: none"> • Contributes to the development of a sustainable financial management strategy in collaboration with the Chief Financial Officer and Deputy Chief Financial Officer, members of GCSB and NZSIS Senior Leadership Teams • Tools are developed and coaching is provided to support managers in the delivery of their financial management accountabilities • Applies best practice financial management expertise to significant organisation-wide programmes; including provision of support to value for money initiatives requiring financial change management impact on the wider system, to ensure the development of robust advice and to contribute to successful implementation outcomes • Researches organisational needs, relevant theories, trends and best practice externally • Develops and executes an appropriate methodology for the development and enhancement of a long term financial forecast that: ensures appropriate input from relevant parts of the organisation; identifies external influences and opportunities; considers the organisation’s strategic context and direction; and appropriately prioritises the development and implementation of the forecast and its elements to respond to the organisation’s needs • Supports work being led by others by providing guidance and accurate advice within specified timeframes
<p>Service Delivery and Innovation</p>	<ul style="list-style-type: none"> • Identifies opportunities for continuous improvement and innovation and offer suggestions for improving current systems and procedures • Shares and adopts best practice service delivery initiatives
<p>Contributing to team capability</p> <ul style="list-style-type: none"> • Provides guidance and quality assurance at all stages of the development process to ensure that work produced is accurate, consistent and of a high quality 	<ul style="list-style-type: none"> • Acts constructively and collegially, and reflects the Director-General’s values, creating an environment in which people want to do their best

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<ul style="list-style-type: none"> • Builds expertise and knowledge in relevant work areas in order to keep up with current international and national trends, research and legislative reforms • Provides intellectual leadership by encouraging the inflow and uptake of information • Identifies issues or risks, escalate where appropriate and contribute to the development and implementation of mitigation strategies 	<ul style="list-style-type: none"> • Actively learns and develops, and is responsive to constructive feedback in order to continually improve the quality of work produced • Develops and maintains appropriate professional relationships and networks that foster collaboration with the intelligence community, wider public sector, the community and subject matter experts in New Zealand and overseas • Effectively communicates complex concepts and techniques in order to share knowledge and foster a learning environment • Contributes across the group and the agencies to ensure that objectives are met
<p>Personal Leadership</p> <ul style="list-style-type: none"> • Identifies opportunities for continuous improvement and innovation • Adheres to agency policies, guidelines and delegations 	<ul style="list-style-type: none"> • Actively promotes the Agency’s purpose, strategy, vision and values and role models the Agency’s desired values and behaviours • Promotes and support Agency and group decisions and initiatives • Gains the cooperation of others by treating people with respect and dignity • Recognises and celebrates others’ successes • Knows when to seek advice or guidance
<p>Team Effectiveness</p> <ul style="list-style-type: none"> • Contributes to the identification of work priorities • Shares knowledge, time and expertise to assist other members of the team • Provides coaching and support to build team performance and capability • Completes to a high quality and in a timely manner all other duties which are requested, including participation in finance team projects 	<ul style="list-style-type: none"> • Contributes to a positive team culture that enables the high performance of the immediate team and organisation • Actively contributes to the development of the team’s employee engagement action plan • Actively supports team members to deliver on work priorities within agreed time frames and quality standards • Provides constructive feedback to team members and be receptive to receiving feedback • 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 	<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

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<ul style="list-style-type: none"> • 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 	Safety policy and procedures are met
Other duties	Any other duties that fall within the scope of the position

Position delegation	
Financial delegation:	None

Key stakeholders	
Internal:	<ul style="list-style-type: none"> • GCSB and NZSIS Managers • Senior Leadership Team members • Joint Director-Generals' Office Strategy and Performance Team • GCSB and NZSIS Legal team members • GCSB and NZSIS Compliance & Risk team members • ICSS team members • GCSB and NZSIS Cost Centre managers, Assistant Directors and Deputy Directors, Regional managers, Project Managers and Administrators • GCSB and NZSIS Cost Centre Managers, Assistant Directors and Deputy Directors, Regional managers, Project Managers and Administrators
Key stakeholders	
External:	<ul style="list-style-type: none"> • The Treasury • Audit New Zealand • Other Government agencies • Sector peers and peer groups • Finance professionals (or their counterparts in the public sector or the wider intelligence community) • Professional and academic groups

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	<p>influencing and persuading techniques to build confidence and trust</p> <ul style="list-style-type: none">• Proven relationship management experience, engagement and influencing, and networking skills, including the ability to establish and maintain effective working relationships across all levels of an organisation, and externally• Proven ability to work collectively as part of a successful and high performing team• Excellent computer proficiency in the Microsoft Office suite of applications, particularly Microsoft Excel; and other financial accounting systems• Self-motivated with the proven ability to work independently using sound judgement and initiative• Critical thinking as it applies to logic and reasoning to investigate strengths and weaknesses of possible solutions, conclusions or approaches to problems
<p>Qualifications and Courses:</p> <p>Essential:</p> <p>Desirable:</p>	<ul style="list-style-type: none">• Relevant tertiary qualification or equivalent knowledge, skills and experience and a commitment to ongoing professional development• ACA or CA qualified • Evidence of maintaining continuous professional development is desirable.
<p>Specific Job Requirements:</p>	<ul style="list-style-type: none">• Ability to obtain and maintain a TSS security clearance

NZIC Competencies

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In addition to the Person Specification above, competency standards which outline the development requirements of the position are set out under the NZ Intelligence Community (NZIC) Career Pathways framework. The Career Pathways framework enables progression within the job.

Full descriptions of progression competencies and an overview of the NZIC Career Pathways framework is available on appointment.

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: 3/05/2018

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