

## The Role

<b>Location:</b>	Wellington	<b>Team:</b>	Finance
<b>Grade:</b>	17	<b>Reports to:</b>	Manager Finance
<b>Employment:</b>	Permanent		

## Responsibilities

The Corporate Services Group enables EECA's people to thrive by providing outstanding support services, fit-for-purpose business tools, and expert advice. The Finance Team is responsible for managing and overseeing EECA's financial environment.

The Senior Financial Accountant will support the Manager Finance with EECA's finance functions and help lead financial accounting and project work as required.

## EECA's Purpose and Behaviours

### Our Purpose

EECA's purpose is to mobilise New Zealanders to be world leaders in clean and clever energy use. We are Te Tari Tiaki Pūngao – Guardian of the energy. This means we have a responsibility to ensure that all of New Zealand recognises that the energy we save now will be an asset to our future, in a multitude of ways. We want a sustainable energy system that supports the prosperity and well-being of current and future generations.

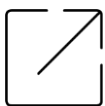
In order to get there, our strategic focus areas are:

- Productive and low emissions business
- Efficient and low-emissions transport
- Energy efficient homes
- Government leadership
- Engage hearts and minds

More information on who we are and what we do is available on our website [www.eeca.govt.nz/about-eeca](http://www.eeca.govt.nz/about-eeca)

### Our Key Behaviours

EECA has identified four key behaviours that will help us succeed. We will be looking for applicants that can demonstrate these behaviours.



Open to the new



Stand in others' shoes



Believe in 'we' not 'me'



Deliver the goods



24/01/2023



24/01/2023

## Key Result Areas

- Responsibility for EECA’s Financial Reporting
- Providing efficient and effective financial management, and accurate and timely information and advice
- Preparing monthly Board reports including financial variance reporting, project analysis and reports
- Reconciling general ledger accounts, balance sheet accounts and key operating statement balances
- Ensuring that EECA meets its tax and legislative obligations – including the review of tax returns completed by the Financial Accountant, and responsibility for PAYE and ACC returns
- Planning, managing and leading the interim and year end audit process and providing internal and external auditors with information as necessary for auditing purposes.
- Continuously improving reporting and associated systems, processes and policies.

## Key Competencies

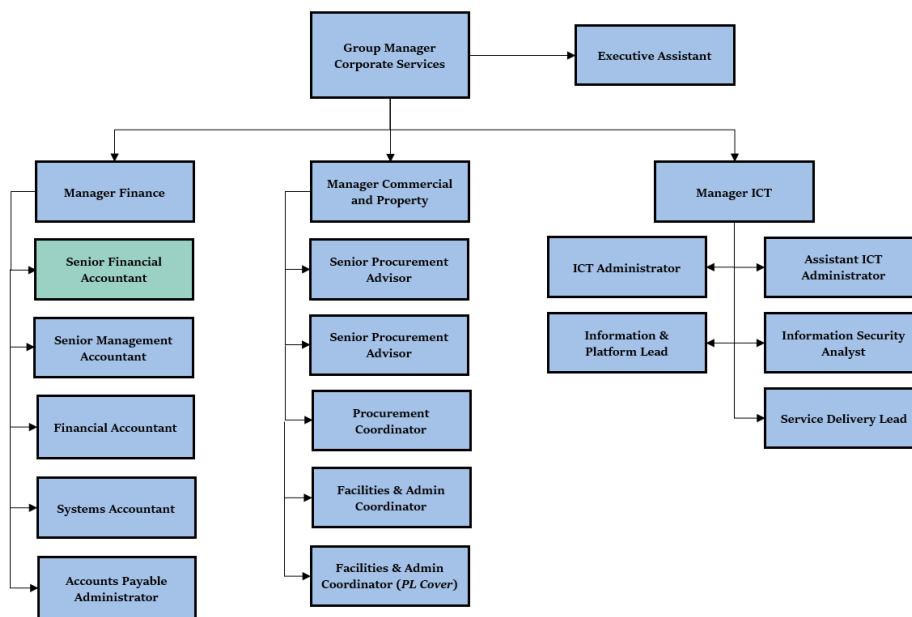
- Dealing with ambiguity
- Planning and priority setting
- Effective communication
- Finding solutions
- Continuous learning
- Strong customer service

## Relationships

It is expected that effective working relationships are established with relevant EECA staff and external stakeholders.

Where your position fits:

### Corporate Services Group



### Key Internal Relationships

- EECA Board
- EECA Wider Leadership Group
- Staff at EECA

### Key External Relationships

- Audit New Zealand
- Inland Revenue Department
- Service providers e.g., banks
- Other Government departments and organisations

## Educational Qualifications, Experience and Skills Required

- A relevant tertiary qualification or equivalent work experience
- Strong experience in financial management and accounting (including sound accounting standards and taxation knowledge)
- Experience in producing meaningful reports
- Advanced working knowledge of financial management systems, preferably Technology One and Online Banking (payments and enquiries)
- Demonstrated analytical and problem-solving skills
- Demonstrated experience in building effective and enduring relationships
- Proven ability to work under pressure and implement business solutions in a proactive and resourceful style
- Strong written and verbal communication skills
- Knowledge and expertise in the Microsoft Office products, in particular Excel and Word;
- Strong negotiation skills and the ability to mediate effectively
- Excellent people skills and the natural ability to manage issues in a sensitive and mature manner
- Maturity, sound judgement, and ability to take a strategic and analytical overview.

## EECA's Working Environment

A policy of equal employment opportunity operates and EECA provides a work environment that is free from discriminatory practices and encourages all employees to reach their full potential.

As a good employer, EECA takes its Health and Safety responsibilities seriously and all staff are expected to comply with all Health and Safety policies and practices, as part of their employment.

## Working in the Public Service

Ka mahitahi mātou o te ratonga tūmatanui kia hei painga mō ngā tāngata o Aotearoa i āiane, ā, hei ngā rā ki tua hoki. He kawenga tino whitake tā mātou hei tautoko i te Karauna i runga i āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hāpori, ā, e arahina ana mātou e ngā mātāpono me ngā tikanga matua o Te ratonga tūmatanui i roto i ā mātou mahi.

Mō ētahi atu kōrero hei whakamārama i tēnei kaupapa, haere ki

<https://www.publicservice.govt.nz/about-us/>

In the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work. You can find out more about what this means at:

<https://www.publicservice.govt.nz/about-us/>



24/01/2023

24/01/2023

24/01/2023 24/01/2023